

**CUSTOMER NAME:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_ **TEL/FAX:** \_\_\_\_\_

**PROJECT:** \_\_\_\_\_ **DATE SENT:** \_\_\_\_\_ **QUOTE DUE:** \_\_\_\_\_ **DELIVERY DATE** \_\_\_\_\_

item	inks	bleeds	coverage	registration	trim size	folds to	quantity	price
1.								
2.								
3.								
4.								
5.								
6.								

PAPER STOCK: item	company	paper name	weight	class	color	finish	recycled content
1.							
2.							
3.							
4.							
5.							
6.							

- PLEASE CHECK ALL THAT APPLY:**
- DRILL     SCORE     ROUND CORNER     COLLATE     INSERTION
  - GROMMETING     STITCHING     NUMBERING     EMBOSSING
  - ENGRAVING     FOIL STAMP     PADDING     ENV. CONVERSION

PLEASE NOTE: Price assumes that customer will provide print-ready digital files in Quark, Illustrator, or Indesign with all links, postscript fonts, and eps files. Any additional work we do on your files will be billed out at a rate of \$80/hour. One digital proof is included in this quote. Any additional proofs will be extra. Local East Bay delivery is included in quote. Any other delivery of UPS shipments will be additional.

**SPECIAL INSTRUCTIONS:**