**PRINTING/MAILING ESTIMATE REQUEST FORM**

*PLEASE COMPLETE FORM AND FAX TO 621-6478.*

Name: ____________________________  Email: ____________________________

Dept: ____________________________  Account #: _________________________

Phone: __________________________  Estimate Due Date: __________________

Fax: ____________________________  Project Due Date: _____________________

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**PRINT SPECIFICATIONS**

**NAME OF PROJECT**

________________________________________

**SPECIFY TYPE OF PRINT MATERIAL**

- Brochure
- Newsletter
- Booklet / Report / or Pocket Folder
- Other Multipage Publication
- Poster / Sign
- Flat Card / Postcard
- Banner
- Folded Card (invitation)
- Envelope  Business or Courtesy Reply Envelope
- Variable Data Print Communication
- Other  Please specify

Are you providing your own stock?  ____________________________

**QUANTITY**

________________________________________

**FLAT SIZE** (Width x Height)

**FINISHED SIZE** (Width x Height)

**TOTAL NUMBER OF PAGES INCLUDING COVER**

- Please count each side of a page as 1.
- For multipage publication, would you like cover to be printed on heavier paper than text pages?  ________________

**PAPER**

- Glossy/Coated
- Dull/Coated
- Non-glossy/Uncoated

**PAPER COLOR**

- White
- Cream
- Other

If you know the exact paper, please specify ________________

**INK**

- B/W
- 2-Color
- Full-Color

Does color bleed edges of page?  ________________

Please specify PMS colors

**COATINGS**

- Varnish
- Aqueous
- Gloss
- Dull
- Spot
- Flood
- UV (high gloss coating)
- Lamination
- Gloss
- Dull
- 1-Sided
- 2-Sided

**BINDERY**

- Staple
- Collate
- Diecut
- Saddle Stitch
- Score
- Perforate
- Coil Bound
- Fold
- Foil Stamp
- Perfect Bound
- Shrink Wrap
- Emboss
- Other

**PROOFING**

- Digital Color Proof for Approval Requested
- PDF Proof for Approval Requested
- Press Check

**DISTRIBUTION**

How will the publication be distributed?

- Hand-distributed
- Rack brochure
- On-campus
- Out-going Bulk-mail, Third class (Permit #190)

**MAILING SERVICES**

Is the mailing list ready?  ________________ quantity to be mailed: ________________

Specify type of mail piece: ________________

Additional information: ________________

Add additional information or diagram to indicate perfs, folds etc.

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Rev. 8-23-2013