

# PRINTING/MAILING ESTIMATE REQUEST FORM

**PLEASE COMPLETE FORM AND FAX TO 626-8816.**

DATE \_\_\_\_\_

NAME \_\_\_\_\_

EMAIL \_\_\_\_\_

DEPT \_\_\_\_\_

ACCOUNT # \_\_\_\_\_

PHONE \_\_\_\_\_

ESTIMATE DUE DATE \_\_\_\_\_ BUDGET? \$ \_\_\_\_\_

FAX \_\_\_\_\_

PROJECT DUE DATE \_\_\_\_\_

## PRINT SPECIFICATIONS

NAME OF PROJECT \_\_\_\_\_

### SPECIFY TYPE OF PRINT MATERIAL

- BROCHURE
- NEWSLETTER
- BOOKLET / REPORT / OR OTHER MULTIPAGE PUBLICATION
- POCKET FOLDER
- FLAT CARD / POSTCARD
- POSTER / SIGN
- FOLDED CARD (INVITATION)
- BANNER
- ENVELOPE
- BUSINESS OR COURTESY REPLY ENVELOPE
- VARIABLE DATA PRINT COMMUNICATION
- OTHER \_\_\_\_\_  
PLEASE SPECIFY

ARE YOU PROVIDING YOUR OWN STOCK? \_\_\_\_\_

QUANTITY \_\_\_\_\_

FLAT SIZE \_\_\_\_\_ FINISHED SIZE \_\_\_\_\_  
(Width x Height) (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      PAPER COLOR  WHITE
- DULL/COATED                       CREAM
- NON-GLOSSY/UNCOATED               OTHER \_\_\_\_\_

IF YOU KNOW THE EXACT PAPER, PLEASE SPECIFY \_\_\_\_\_

INK DOES COLOR BLEED EDGES OF PAGE? \_\_\_\_\_

- B/W       2-COLOR \_\_\_\_\_
- FULL-COLOR      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: \_\_\_\_\_

### ADDITIONAL INFORMATION OR DIAGRAM TO INDICATE PERFS, FOLDS ETC.

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