PRINTING/MAILING ESTIMATE REQUEST FORM

PLEASE COMPLETE FORM AND FAX TO 626-8816.

Name

Email

Account #

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

Are you providing your own stock?

Print Specifications

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
- Other

If you know the exact paper, please specify

Ink

- Does color bleed edges of page?
- B/W
- 2-Color
- Full-Color

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)

Mail 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.

Date

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