

# Request For Quote

Date: \_\_\_\_\_

Needed By: \_\_\_\_\_ AM \_\_\_ PM \_\_\_

CUSTOMER: \_\_\_\_\_ ATTN: \_\_\_\_\_

TEL #: \_\_\_\_\_ FAX#: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

TITLE: \_\_\_\_\_

JOB DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

QUANTITY: \_\_\_\_\_

FINISHED SIZE: \_\_\_\_\_ FLAT SIZE: \_\_\_\_\_

FINISHED SIZE: \_\_\_\_\_ FLAT SIZE: \_\_\_\_\_

FORM #: \_\_\_\_\_ PRESS SHEET SIZE: \_\_\_\_\_ IMPOSITION FORMAT \_\_\_\_\_

PAPER STOCK (TEXT) : \_\_\_\_\_ PAPER STOCK (COVER) : \_\_\_\_\_

# OF PAGES: \_\_\_\_\_ # OF LEAVES: \_\_\_\_\_ # OF TABS: \_\_\_\_\_ # OF COVERS: \_\_\_\_\_

SIGNATURES - 2's \_\_\_\_\_ 4's \_\_\_\_\_ 6's \_\_\_\_\_ 8's \_\_\_\_\_ 12's \_\_\_\_\_ 16's \_\_\_\_\_ 24's \_\_\_\_\_ 32's \_\_\_\_\_

## CASEBINDING

- Smyth Sewn
- Singer Sewn
- Adhesive
- Special Ends \_\_\_\_\_  You Supply  We Supply
- Normal Ends \_\_\_\_\_  You Supply  We Supply
- Board \_\_\_\_\_ Weight: \_\_\_\_\_
- Cloth \_\_\_\_\_ Type: \_\_\_\_\_
- Round Back \_\_\_\_\_
- Square Back \_\_\_\_\_
- Foil Stamping \_\_\_\_\_
- Dust Jacket \_\_\_\_\_

## ADHESIVE BINDING

- Perfect Binding \_\_\_\_\_
- PUR Binding \_\_\_\_\_
- Emlock \_\_\_\_\_
- Otabind \_\_\_\_\_
- Cutting \_\_\_\_\_

## MECHANICAL BINDING

- Plastic Coil \_\_\_\_\_
- GBC \_\_\_\_\_
- Wire-O \_\_\_\_\_
- Collating \_\_\_\_\_
- Cutting \_\_\_\_\_

## **Packaging Options:**

Shrink Wrap In \_\_\_\_\_ Kraft Wrap In \_\_\_\_\_ Our Cartons \_\_\_\_\_  
Customer Cartons \_\_\_\_\_ Special Cartons \_\_\_\_\_

**Notes:**