

# Litho Services Quotation Request

Company Name: \_\_\_\_\_ Date In: \_\_\_\_\_

Your Name: \_\_\_\_\_ Quote Needed: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

New Job  Rerun  Old job # \_\_\_\_\_ Job ready now? Yes  No

Project Title: \_\_\_\_\_

**Quantities** 1: \_\_\_\_\_ Finished Page Size: \_\_\_\_ x \_\_\_\_ Number of Text Pages: \_\_\_\_  
2: \_\_\_\_\_ Flat (open) Size \_\_\_\_ x \_\_\_\_ Cover pages: \_\_\_\_  
3: \_\_\_\_\_ Fold to: \_\_\_\_ x \_\_\_\_

**Desktop**  WIN  Mac  ID  Quark  PDF

File work needed:  NONE  Details here:

**Layout**  Easy

Average

Difficult

**Proofs**  Inkjet Digital

PDF

**Cover paper:** \_\_\_\_\_

Bleed?  Y  N Side 1 ink colors? \_\_\_\_ Side 2 ink colors? \_\_\_\_ Same both sides?:  Y  N

Alternate cover paper: \_\_\_\_\_

**Text paper:** \_\_\_\_\_

Bleed?  Y  N Side 1 ink colors? \_\_\_\_ Side 2 ink colors? \_\_\_\_ Same both sides?: Y  N

Alternate text paper: \_\_\_\_\_

**Bindery** Flat  Drilled

Folded  Scored

Saddlestitched  Perforated  Rt Angle

Perfect Bound  Die Cutting

Spiral/Wire  Other

Mailing  Tabbing  No. Tabs: \_\_\_\_\_

**Packaging** Boxed Loose

Shrinkwrap

Kraftwrap

Skid Pack

Other

**Delivery** Customer pickup

Litho Delivery

UPS NDA

UPS Ground

OTR Trucking

**Notes**