

Quote Sheet

Date: _____

Customer: _____ Need Quote by: _____

Contact Person: _____ Telephone: _____

Job Description: _____

Quantity: _____ Number of Originals: _____ Number of sheets: _____

Run Size: _____ Finish Size: _____ Ink Colors: _____

Stock:(1st Choice) _____ Color: _____ Weight: _____

Stock:(2nd Choice) _____ Color: _____ Weight: _____

Can Substitute for like paper? Yes No

Camera Ready Negatives Provided Diskette (Program _____) Mac PC

Halftones (Qty _____) Duotones (Qty _____) Color Separations (Qty _____)

Screens (Qty _____) Bleeds (# of Sides _____) Traps Reverses

Die Cuts (Size & Location _____)

Embossing (Size & Location _____)

Foil Stamping (Size & Location _____)

Folds To: _____ How: _____

Cut Collate Staple Hole Punch Score

Perf (How _____) Padded (How: _____)

Numbered Packaged (How _____)

Blueline Color Proofs

Need Job By: _____

Signature: _____ Date: _____