

Estimate Request Form

UVSC Printing Services

DEPARTMENT INFORMATION

Department:

Submitted By:

Date and Time Submitted:

Project Title:

Phone:

E-Mail:

SPECIFICATIONS

Format	<input type="checkbox"/> announcement	<input type="checkbox"/> business form/NCR	<input type="checkbox"/> label/sticker	<input type="checkbox"/> postcard
	<input type="checkbox"/> application	<input type="checkbox"/> coupon	<input type="checkbox"/> letter	<input type="checkbox"/> poster
	<input type="checkbox"/> booklet	<input type="checkbox"/> envelope	<input type="checkbox"/> letterhead	<input type="checkbox"/> table tent
	<input type="checkbox"/> bookmark	<input type="checkbox"/> flyer	<input type="checkbox"/> magazine	<input type="checkbox"/> tag
	<input type="checkbox"/> brochure	<input type="checkbox"/> folder	<input type="checkbox"/> mailer	<input type="checkbox"/> ticket
	<input type="checkbox"/> business card	<input type="checkbox"/> journal	<input type="checkbox"/> newsletter	<input type="checkbox"/> other _____
				-

Size	size before binding/folding: <input type="text"/>	finished size after folding/binding: <input type="text"/>
------	---	---

Quantity	1. <input type="text"/>	2. <input type="text"/>	3. <input type="text"/>
----------	-------------------------	-------------------------	-------------------------

Paper Please note that the papers listed below are only general categories of paper that we use most frequently. You may need to consult with us in order to specify exactly what you want.

Cover	Text
<input type="checkbox"/> 65 Lb gloss	<input type="checkbox"/> 80 Lb smooth
<input type="checkbox"/> 80 Lb gloss	<input type="checkbox"/> 80 Lb vellum
<input type="checkbox"/> 100 Lb gloss	<input type="checkbox"/> 80 Lb felt
<input type="checkbox"/> 65 Lb smooth	<input type="checkbox"/> 110 Lb Index
<input type="checkbox"/> 65 Lb bristol	<input type="checkbox"/> Other _____
<input type="checkbox"/> 20 Lb copier paper	<input type="checkbox"/> 60 Lb gloss
<input type="checkbox"/> carbonless/NCR 2-3-4	<input type="checkbox"/> 80 Lb gloss
<input type="checkbox"/> 60 Lb offset	<input type="checkbox"/> 100 Lb gloss
<input type="checkbox"/> 70 Lb offset	<input type="checkbox"/> 80 Lb specialty text
<input type="checkbox"/> 80 Lb offset	<input type="checkbox"/> Other _____

Special instructions or requests

Ink	Cover—side one						
	<input type="checkbox"/> full-color CMYK	<input type="checkbox"/> 2-color PMS	<input type="checkbox"/> 1-color PMS	<input type="checkbox"/> black only	<input type="checkbox"/> Aqueous / Varnish		
	Cover—side two						
	<input type="checkbox"/> full-color CMYK	<input type="checkbox"/> 2-color PMS	<input type="checkbox"/> 1-color PMS	<input type="checkbox"/> black only	<input type="checkbox"/> Aqueous / Varnish		
	Text—side one						
<input type="checkbox"/> full-color CMYK	<input type="checkbox"/> 2-color PMS	<input type="checkbox"/> 1-color PMS	<input type="checkbox"/> black only	<input type="checkbox"/> Aqueous / Varnish			
Text—side two							
<input type="checkbox"/> full-color CMYK	<input type="checkbox"/> 2-color PMS	<input type="checkbox"/> 1-color PMS	<input type="checkbox"/> black only	<input type="checkbox"/> Aqueous / Varnish			
Special instructions or requests <input type="text"/>							

Bindery	<input type="checkbox"/> Fold	" Half	" 3-panel letter	" 3-panel roll	" 4-panel roll	" 4-panel double parallel	" Custom
		Special instructions <input type="text"/>					
	<input type="checkbox"/> Staple	" corner staple top left	" two staples left side	" Saddle Staple long side	" Saddle staple short side		
		" other—please describe <input type="text"/>					
	<input type="checkbox"/> Score	" 1 lengthwise	" 2 lengthwise	" 3 lengthwise	" 1 widthwise	" 2 widthwise	" 3 widthwise
	<input type="checkbox"/> Perforate	" 1 lengthwise	" 2 lengthwise	" 3 lengthwise	" 1 widthwise	" 2 widthwise	" 3 widthwise
	<input type="checkbox"/> Number	Start with # <input type="text"/>	" top left	" top right	" bottom right	" Custom / Double #'s	
		Special Instructions <input type="text"/>					
	<input type="checkbox"/> Wrap	Number per package <input type="text"/>			Number of packages <input type="text"/>		
	<input type="checkbox"/> Drill	" standard 3-holes left	" two holes left	" two holes top	" special hole size	" custom	

Electronic Files—(Please Specify programs)

Special instructions