



Printing Estimate/Order Form

Job Type: _____ Select Vendor: _____
 UK Purchasing Contract #: _____ Job Order #: _____
 Date: _____ Job Due Date: _____ Department Name: _____
 Account Number: _____ Purchase Order #: _____
 Project Name: _____ Person Placing Order: _____
 Address: _____ Phone/FAX #: _____
 Invoice Address: _____ Business Office Phone: _____

Design Description: _____

Quantity Description: _____

PAGES Text _____ Cover _____ Inserts _____ Other _____

SIZE _____ x _____ Folds to _____ x _____ Folds to _____ x _____ Ship Flat
 _____ x _____ _____ x _____ _____ x _____ Ship Flat
 _____ x _____ _____ x _____ _____ x _____ Ship Flat

STOCK Cover # _____ Size _____ x _____ Quant _____
 # _____ Size _____ x _____ Quant _____
 Text # _____ Size _____ x _____ Quant _____
 # _____ Size _____ x _____ Quant _____
 # _____ Size _____ x _____ Quant _____
 Insert # _____ Size _____ x _____ Quant _____

COMPOSITION Seps _____ Sizes _____ Provided
 Halftones _____ Sizes _____ Provided
 Duotones _____ Sizes _____ Provided

PRE-PRESS Camera Ready Output Disc Seps & Pg Film Provide
 Stripping Merge Photos Comp Job Film & Proofs Provided
 Stripped Film Film W. Changes Comp page Film & Proofs Provided
 Exact Reprint Typesetting Restrip Previously Printed Flat

PROOFS Bluelines Randoms Plotter Color Proof Press Proof

PRESSWORK Cover Sides _____ Color ____/____
 Text Sides _____ Color ____/____
 Sides _____ Color ____/____
 Insert Sides _____ Color ____/____

FINISH Score Number GBC Biz Slit Plasticoil
 Perf Diecut Foil Glue Tabs Saddlestitch
 Pad Emboss Fold Trim Only Perfect Bind
 Drill Gatefold Collate Wire-O Existing Die Furnished

SPECIAL INSTRUCTIONS _____

PACKAGE Band Shrinkwrap Kraft Wrap Box Skid Other _____

DELIVERY UK Pick-Up Address _____

Price _____ Signature _____

