



WORK ORDER/ESTIMATE REQUEST

Date E-mail

Name

Phone No. & Extension

Services Requested - Check all that apply

- Estimate Design Print Consult (Use if you need advice or are unsure of your print/design needs)

I ESTIMATE - Choose Options in Design/Print that apply to your job and we will e-mail an estimate to you.

II DESIGN - If you need DESIGN services, enter as much information as possible

- I have designed my job but it needs modifying for print (please e-mail file) I have an idea/concept for my job. I need you to design my job.

- My job is:
- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Booklet | <input type="checkbox"/> Event Program | <input type="checkbox"/> Letterhead/Envelopes | <input type="checkbox"/> Notecards/Envelopes |
| <input type="checkbox"/> Brochure | <input type="checkbox"/> Flyer/Poster | <input type="checkbox"/> Logo/Identity System | <input type="checkbox"/> Notepads |
| <input type="checkbox"/> Business Card | <input type="checkbox"/> Form (Interactive or for print) | <input type="checkbox"/> Magnet | <input type="checkbox"/> Pocket Folders |
| <input type="checkbox"/> Calendar | <input type="checkbox"/> Invitation | <input type="checkbox"/> Newsletter | <input type="checkbox"/> Tickets |

Other (please describe)

III PRINT - If you need PRINT services, enter as much information as possible

Quantity to be printed Number of individual pages or sheets in the job Date Needed

Paper type: Paper Size Paper Type/Quality

Paper Color(s)

- Printing desired:
- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Print on One Side Only | <input type="checkbox"/> Print Two-Sided | <input type="checkbox"/> Print Mixed - Some Single & Some Two-Sided Sheets | <input type="checkbox"/> Help Me Decide |
| <input type="checkbox"/> Print Black Ink Only | <input type="checkbox"/> Print in Color | <input type="checkbox"/> Print Mixed - 1 or more sides/pages in both black and color | <input type="checkbox"/> Help Me Decide |

- Finishing Options desired:
- | | | | |
|--|--|---|------------------------------------|
| <input type="checkbox"/> Half Fold | <input type="checkbox"/> Single Staple Top Left Corner | <input type="checkbox"/> Insert in 3-ring binders or folders (must be provided by customer) | <input type="checkbox"/> Numbering |
| <input type="checkbox"/> Tri-Fold | <input type="checkbox"/> Two Staples on Left Side | <input type="checkbox"/> Shrink Wrap | <input type="checkbox"/> None |
| <input type="checkbox"/> Saddlestitch (staples in center of document before folding) | <input type="checkbox"/> Drill Hole(s) | <input type="checkbox"/> Help Me Decide | |

Special Notes

GO GREEN! You can save this form to your computer instead of printing.

If you have a file or files to send, attach them to the e-mail before sending or send separately.