

QUOTE REQUEST FORM



CONTACT INFO

Date: _____ Estimate Needed by: _____
 Contact Name: _____
 Company: _____
 Address: _____
 Address 2: _____
 City: _____ ST: _____ Zip: _____
 Phone: _____
 Fax: _____
 Email: _____
 KA Representative (if known) _____

OFFSET/ DIGITAL PRESS

Coated paper doesn't absorb as much ink as an uncoated stock, making it a more glossy sheet. Images, type, and photographs look sharper on coated stock.

Coated stocks are not always glossy, and are available in a variety of finishes such as dull, matte or silk. These finishes make it easier on the eye for reading long type passages.

Uncoated papers are rough compared to the coated stocks. They have a tendency to dry faster to the touch and are easier to write on than coated stock.

We recommend glossy stock for brochures with pictures and other attractive design elements that you want to draw attention to.

A matte, dull or silk stock is best for literature that needs to be read, as it is easier on the eye.

An uncoated stock is best for material that needs to be filled out by the recipient. It's also great to use when going for a "natural" or more "earthy" look.

Project Title: _____
 Type of Job: _____ Other: _____
 Quantities to Estimate: _____ Other: _____
 Number of Pages _____ Flat Size: _____ Finished or Bound Size: _____
 Body Stock: _____ Weight: _____ Text Cover Color: _____
 Cover Stock: _____ Weight: _____ Text Cover Color: _____
 Text Colors Side 1: _____ Black CMYK Spot Colors: _____
 Text Colors Side 2: _____ Black CMYK Spot Colors: _____
 Cover Colors Side 1: _____ Black CMYK Spot Colors: _____
 Cover Colors Side 1: _____ Black CMYK Spot Colors: _____
 Bleeds: Yes No *(This is the area that goes off the edge of the sheet. We recommend no less than 1/8" on art files for bleed.)*
 Ink Coverage Cover: _____ Ink Coverage Text: _____
 Will this piece mail? Yes No Will you require a list or will you supply your own? Purchase Supply
(Price of list not included in quote. A representative will contact you about your list requirements.)

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FILE FORMAT AND PROOFING

* Uploading a low resolution PDF or JPG copy of your artwork can be helpful when quoting your job.

Mac or PC:

Program Used:

Proofing Requirements:

High Resolution Proof (may be miniature) Blueline (Content/Position/Break)

PDF Digital Proof Color/BW Laser Color Digital Proof

Securelink (Our inhouse proofing system)

Notes:

BINDERY

GBC Binding is a type of plastic comb binding.

Plastic Spiral is a plastic material that is spiraled into the binding of the book.

Twin Loop Wire bound documents have a sleek appealing appearance and will lay flat and wrap around for easier reading.

Saddle Stitch: Number

Long Edge Short Edge

Perfect Bind

GBC: Color:

Plastic Spiral: Color:

Twin Loop: Color:

Notes:

DRILLING

Number of Holes

Diameter of Holes

Spacing Between Holes

PADDING

Pad in Quantities of

Edge: Long Short

PERFS AND SCORES

* Please upload artwork or a sketch indicating multiple or multi-directional scores or perforations.

Score How Many?

Perf

Notes:

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QUOTE REQUEST FORM

FOLDS

* Please upload artwork or a sketch indicating multiple or multi-directional folds.

Half	Accordian	#Panels	Notes:
Letter	Roll	#Panels	
Gate	Closed Gate		
Double Parallel	Other	Specify	

FINISHING

* Please upload artwork or a sketch indicating areas that have foil, embossing, UV, diecutting, etc.

Foil Stamp	Register:	Yes	No	Size of Area	Color*:
Emboss	Register:	Yes	No	Size of Area	
	Blind:	Yes	No	Size of Area	Number of Levels:
	Multi-level	Yes	No	Size of Area	
	Sculptured	Yes	No	Size of Area	
Combination	Register:	Yes	No	Size of Area	
UV	Flood:	Yes	No		
	Spot:	Yes	No	Size of Area	
	Reticulated:	Yes	No	Size of Area	
Diecutting	Type:	Simple	Complex		
Lamination	1-Side Lamination Film				
	2-Side Lamination Film				Sealed-Edge Flush
Tab Cut	Bank of	Tabs	Extension:	1/2" 3/4" Other	

Notes: (*List multiple foil colors below)

FORMS

Printing	One Side	Two Sides	Carbonless	Yes	No	
How many parts?	Colors:					
Are all parts the same?	Front:	Yes	No	Numbered	Yes	No
	Back:	Yes	No	N/A	How many places?	

NUMBERING

Does job number?	Yes	No	How many places?	Start number:	Color:	Red	Black
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SPECIAL
REQUEST OR
OTHER
BINDERY
NOT LISTED

PACKAGING

Bulk Carton	
Cartons Counted	Cartons counted in quantities of
Shrink Wrap	Shrink wrap in quantities of
Kraft Wrap	Kraft wrap in quantities of
Unmarked boxes	
Special Cartons	

Shipping Instructions:

FedEx UPS USPS Other

Notes

DATES

When does this job need to be in-hands?

mm/dd/yyyy

AM PM

INSTRUCTIONS

Please list any other comments or instructions you feel are important:

SUBMIT