ORDER / QUOTE REQUEST

DATE: _____

PO#: _____

Customer Name: _____ Company Name: _____

Address: _____ City/Town: _____ Provice: _____ Postal Code _____

Phone #: _____ Email: _____

Product Name/Looking for: _____

Qty: Opt. 1)_____ Opt. 2) _____ Opt. 3) _____ Opt. 4) _____ Size: _____

Proof Date (if required): _____ Delivery Date(if required): _____

Is this job:

☐ Full Colour Job ☐ Black & White ☐ Combination of both

Is this job:

☐ Single Sided ☐ Double Sided

Will job require any:

☐ Scoring ☐ Folded ☐ Perforating ☐ Collating ☐ Taping ☐ Hole Punching

☐ Stapling: ☐ Top ☐ Side ☐ Saddle ☐ Gluing: ☐ Fanapart ☐ Padding ☐ Wraparound Cover

Is this Order/Quote a:

☐ Banner ☐ Book/Booklet ☐ Brochure ☐ Calendar ☐ Carbonless Form ☐ Card

☐ Certificate ☐ Coupon ☐ Display ☐ Envelope ☐ Flyer ☐ Letterhead ☐ Pad ☐ Sign

☐ Sticker ☐ Tag ☐ Ticket

If this is a booklet how many single pages _____

Description of Job:

_____

_____

_____

_____

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