



DATE \_\_\_\_\_ VENDOR \_\_\_\_\_ ATTN. \_\_\_\_\_

PROJECT \_\_\_\_\_ JOB # \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ CONTACT \_\_\_\_\_

E-MAIL \_\_\_\_\_ PHONE \_\_\_\_\_ FAX \_\_\_\_\_

ITEM FILE NAME \_\_\_\_\_ ITEM \_\_\_\_\_ OF \_\_\_\_\_

INDESIGN QUARK PHOTOSHOP ILLUSTRATOR PRINT-READY PDF OTHER \_\_\_\_\_

DESCRIPTION \_\_\_\_\_

FOLDED SIZE \_\_\_\_\_ FLAT SIZE \_\_\_\_\_ BINDING SIDE \_\_\_\_\_

QUANTITY \_\_\_\_\_

NUMBER OF PAGES \_\_\_\_\_ NUMBER OF PANELS \_\_\_\_\_

PROCESS OFFSET DIGITAL OTHER \_\_\_\_\_ PROOFS PHYSICAL DIGITAL / PDF OTHER \_\_\_\_\_

PAPER-COVER STOCK \_\_\_\_\_ FINISH \_\_\_\_\_ WEIGHT \_\_\_\_\_ SHADE \_\_\_\_\_  
FOLDS \_\_\_\_\_ SCORE CHANNEL SCORE PERFS \_\_\_\_\_

COLOR-COVER INK(S) \_\_\_\_\_ 4C PROCESS PANTONE \_\_\_\_\_  
COVERAGE \_\_\_\_\_ BLEEDS VARNISH \_\_\_\_\_ COATING \_\_\_\_\_

PAPER-TEXT STOCK \_\_\_\_\_ FINISH \_\_\_\_\_ WEIGHT \_\_\_\_\_ SHADE \_\_\_\_\_  
FOLDS \_\_\_\_\_ SCORE CHANNEL SCORE PERFS \_\_\_\_\_

COLOR-TEXT INK(S) \_\_\_\_\_ 4C PROCESS PANTONE \_\_\_\_\_  
COVERAGE \_\_\_\_\_ BLEEDS VARNISH \_\_\_\_\_ COATING \_\_\_\_\_

BINDING SADDLE STITCH PERFECT BIND WIRE-O PLASTIC SPIRAL COMB OTHER \_\_\_\_\_

FINISHING/ FULFILLMENT IMPRINT VARIABLE DATA COLLATE INSERTION WAFER SEAL(S) OTHER \_\_\_\_\_

OTHER SERVICES \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DEADLINE(S) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DELIVERY TO \_\_\_\_\_

ADDRESS \_\_\_\_\_

ATTN. \_\_\_\_\_ PHONE \_\_\_\_\_

SAMPLES \_\_\_\_\_

MAILING SERVICES \_\_\_\_\_  
\_\_\_\_\_

MAIL DROP DATE(S) \_\_\_\_\_ MAIL CLASS \_\_\_\_\_

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