ESTIMATE DUE (optional):

ESTIMATE REQUEST AND WORKSHEET

AGENCY CODE / NAME	CUSTOMER	PHONE / FAX	FORM NO. / REV. DATE / TITLE / DESCRIPTION	EST #

QUANTITY (w/o LDA)	LDA Y N	NEW REPRINT REVISE FTP/PDF DISK	PREVIOUS JOB#	Estimator Use Only: ISSUE #	PREV QTY / SHIP DATE	PREV EST / ACT COST	NEW JOB #
SAMPLE PROVIDED? Y N	DESCRIBE COMPOSITION REQUIRED		REVISE RECENT EST #	BLUE MEMO Y N	COMMENTS		PRESS

PRE-PRESS	DIGITAL CTP TRADITIONAL	LASER DYLUX DIGITAL IMPROOF CONTRACT	SCANS BY OSP HT DT 4CP QTY & SIZE	HEAVY Y N COVERAGE	SCREENS Y N	BLEEDS Y N COVER TEXT ALL

FORMS

FLAT (SINGLE SHEET) UNIT SET CONTINUOUS (FANFOLD) ROLL-TO-ROLL

SIZE (If various, list below)	TAB SIZE 5/8 _____	TAB LOCATION T B L R
	BIND MARGIN 5/8 1/2 _____	MARGIN LOCATION T B L R

# PARTS	ALL PARTS PRINT SAME? Y N	PRINT 1/S 2/S H - _____

FASTEN	CRIMP L R	PARTS	GLUE L R	PARTS

PAD/BOOK	GLUE STITCH	LOCATION T B L R	SHEETS/PAD	SETS/PAD

NUMBER (PREFIX / SUFFIX) _____ TO _____	MISSING # OK? Y N	EXTRA PERF / SCORE

PUNCH	____ HOLES ____ C-C ____ DIA	LOCATION T B L R
COVER	FLAT WRAPAROUND BOTH STOCK _____ COLOR _____ INK _____	PRINTS 1/S 2/S BLANK

PART	STOCK	WT	COLOR	INK FRT / BACK		SIZE
1						
2						
3						
4						
5						
6						
7						

CARBON: BLUE BLACK	SIZE IF NON-STD
OCR PAPER Y N	LASER INK Y N OTHER

ENVELOPES

SIZE	CLASP CATALOG BOOKLET
STOCK WT / COLOR	
INK(S)	1/S 2/S

CSR—DATE SUBMITTED	ESTIMATE Phoned Faxed Left Msg Mailed E-mailed	ESTIMATE #1	ESTIMATE #2	MASS MAIL	POSTAGE EST.
ESTIMATOR—DATE					

PUBLICATIONS

NO. PAGES	SIZE

BINDING	PERFECT L.LEAF / BOUND LL SADDLE SIDEBIND PASTE STITCH ULC COMB SPIRAL WIRE-O TAPE
MISC. BINDERY	DRILL T B L R ____ HOLES ____ C-C ____ DIA PERFORATE SCORE FOIL / EMBOSS DIE CUT OTHER

COVER STOCK	WT.	COLOR	INK(S) OUT/IN
TEXT STOCK	WT.	COLOR	INK(S)
OTHER STOCK	WT.	COLOR	INK(S)

VARNISH AQUEOUS	FLOOD COVER	SPOT TEXT

LABEL / PACKAGE

MASS MAIL	DISK LABELS 1st CLASS STD PRSRT EPS? SIZE MAIL MERGE / VIPP
PACKING	P/WRAP TIE / BAND BUNDLE QTY
SHIPPING	CARTON QTY PALLET Y N MULTIPLE SHIP ADDRESS Y N

MISCELLANEOUS

POSTER BROCHURE FLYER OTHER

SIZE		1/S 2/S
FOLDS	# PANELS	SIZE AFTER FOLDING
	LETTERFOLD RT. ANGLE PARALLEL ACCORDIAN GATE	

STOCK	WT	COLOR

INK(S)	/
TAB DIVIDERS	STOCK STOCK COLOR INK / TAB ONLY BODY TAB SIZE: STD T B L R NO. TABS PER SET 1/5 MYLAR: SPINE TABS CLEAR COLOR(S) COLLATE Y N INSERT Y N

COMMENTS