Client Phone

Contact Fax

Address

City State Zip

	Component 1	Component 2	Component 3	Component 4
Description				
Quantity				
Flat Size (Spread Size)				
Finished Size (Page Size)				
Number of Pages				
Stock	O Coated O Uncoated O Text O Cov	O Coated O Uncoated O Text O Cov	O Coated O Uncoated O Text O Cov	O Coated O Uncoated O Text O Cov
Inks Front				
Inks Back				
Bleeds (how many sides)				
Coverage Percentage				
Fold To	O Head In O Head Out	O Head In O Head Out	O Head In O Head Out	O Head In O Head Out
Out Bind	O SW O PB O Score O Perf	O SW O PB O Score O Perf	O SW O PB O Score O Perf	O SW O PB O Score O Perf
Other Bindery				
Ship To				

Salesman O Estimate O Live Job # In Date Due Date

Coming in as: O Mac O PC O Quark O Pagemaker O In Design O Camera Ready O Film O Other:

Quote Wanted By Quote Request Taken Taken By O Fax O CSR Review

O Existing Client O Yellow Pages O Our Web Page O Referring Web Page (list which one below) O Client Referral (list which one below) O Other (explain below)

Notes