

Please Write Plainly

UNIVERSITY GRAPHICS

Request For Estimate Form

Today's Date: _____ / _____ / _____ If Possible Quote Needed: _____ / _____ / _____ Job Needed: _____ / _____ / _____ Old Job # _____

Client: _____ Dept.: _____ Est # _____

Contact: _____ Phone: (_____) _____ Fax: (_____) _____

JOB DESCRIPTION:

- Exact Reprint
- Revised Reprint

Quantity: 1. _____ 2. _____ 3. _____ 4. _____

No. of Pages _____ Self Cover Plus Cover Finished Size (W) _____ " x (H) _____ "

Flat Size (W) _____ " x (H) _____ "

STOCK:

Text: _____

Cover: _____

Other: _____

INK:

	Inks		Bleeds		Reverses	
	S-1	S-2	YES	NO	YES	NO
Sides:						
Text:						
Cover:						
Other:						

COATINGS:

- Varnish UV Aqueous

	Flood Coat		Spot Coat	
	S-1	S-2	YES	NO
Sides:				
Text:				
Cover:				
Other:				

CLIENT TO FURNISH

- Typed Copy To Be Set
- Hand Written Copy To Be Set
- Camera Ready Copy
- Disk-Program Used _____
(Provide all screen and printer fonts, graphics and hard copy)
- Composite Seps. & Proofs
- Seps. _____ Sets
- Film _____ Pieces
- Other _____

Quantity Size

Photos for
Halftones: _____ @ _____ x _____

Photos for
Duotones _____ @ _____ x _____

Photos for
Veloxes _____ @ _____ x _____

PROOFS:

- Blueline
- 4 Color
- Color Key
- Velox
- Xerox Page Proof
- Press Proof
- Iris
- Digital

BINDERY/FINISHING

- Die Cut
- Perforate _____ Places
- Score _____ Places
- Fold _____ Times To _____ x _____
- Saddlebind _____ " Side
- Perfect Bind _____ " Side
- GBC Bind _____ " Side Color _____
- Velo Bind _____ " Side Color _____
- Spiral Bind _____ Wire _____ Plastic _____
- Color _____
- Drill _____ Holes - Size _____
- Number _____ thru, _____, # _____ places
- Color Ink _____
- Collate
- Staple
- Roundcorner
- Blind Emboss-Area _____ x _____
- Registered Blind Emboss-Area _____ x _____
- Foil Stamp - Area _____ x _____ Color _____
- Registered Foil Stamp - Area _____ x _____ Color _____
- Glue Tape 1 Pocket 2 Pocket
- Other
- Mylar Tabs - Bank of _____ Color _____
- Mylar Reinforce Spine
- Padding: _____ Per Pad
- Laminate _____ Mil
- 1 Side Gloss
- 2 Side Matte
- Insert Into _____
- Shrink Wrap _____ pkg
- Kraft Wrap _____ pkg
- Band