



Toll Free: 1.800.832.2503
 Phone: 608.788.2500
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 3025 East Avenue South
 La Crosse, WI 54601

QUOTATION REQUEST FORM

SALES PERSON

DATE

QUOTE DUE

CUSTOMER

CONTACT

ADDRESS

CITY

STATE

ZIP

PHONE

FAX

EMAIL

PROJECT TITLE

ESTIMATOR:

SHEET (trim only, no folding)

FLYER (machine fold only)

FAX TO CUSTOMER

EMAIL TO CUSTOMER

FOLDER (diecut)

CATALOG (fold, saddle stitch)

BOOK (perfect bind / spiral bind)

ENVELOPE

OTHER (describe)

QUANTITIES TO QUOTE

RUN STATUS

NEW JOB

RERUN

REVISED

PERIODICAL

PREVIOUSLY QUOTED

PREVIOUS JOB NO.

PREVIOUS QUOTE NO.

NUMBER OF PAGES

SELF COVER

PLUS COVER

PRINTING
 FORM (cover, body, etc.)

NUMBER OF COLORS (ink, varnish, aqueous, uv, etc.)

A)	FRONT	BACK
B)	FRONT	BACK
C)	FRONT	BACK
D)	FRONT	BACK
E)	FRONT	BACK
F)	FRONT	BACK

FLAT TRIMMED SIZE

BLEED COVER

FOLDED / FINAL SIZE

BLEED BODY

PAPER

FORM (cover, body, etc.)

WEIGHT

COLOR

TYPE OF STOCK

A)

B)

C)

D)

E)

F)

FILES

FURNISH ON DISK

SEND VIA EMAIL

UPLOAD ON INSITE

FILE FORMAT

PRESS READY PDF

RAW FILES

PROGRAM

CUSTOMER TO FURNISH LAYOUT (LGI to typeset and keyline)

LGI TO DESIGN FROM SCRATCH

PROOFING

EMAIL PDF

INSITE PROOF ONLY

LOW RES.

HIGH RES.

BINDING OPTIONS

SADDLE STITCH

PERFECT BINDING

SPIRAL BINDING

DIECUT - PLEASE DESCRIBE

PERFING - PLEASE DESCRIBE

DRILLING HOW MANY HOLES?

WHAT SIZE?

PADDING HOW MANY PER PAD?

CHIPBOARD BACKS?

ROUND CORNER

GLUE / TAPE

INSERT WHAT?

HOW MANY PIECES?

WHAT SIZE?

STITCH IN

NUMBERING

LAMINATE TRIM TO SIZE?

FOIL STAMP: DIE ON HAND? WHAT SIZE?

COMPLEXITY

EMBOSS: DIE ON HAND? WHAT SIZE?

COMPLEXITY

OTHER (describe)

MAILING

INKJET MAIL NCOA

MAILING LIST TO BE FURNISHED

MAILING LIST VIA EMAIL

MAILING LIST ON DISK

NEED TO PURCHASE MAILING LIST

MAIL CLASS

1ST CLASS

PERIODICAL

STANDARD

NON-PROFIT

MAILING FROM

INDICIA / PERMIT

LGI PERMIT

CUSTOMER PERMIT

TAB HOW MANY

WHITE

CLEAR

CLEAR PERF

FROSTED

FREIGHT (F.O.B. La Crosse unless specified otherwise)

OTHER REMARKS

Please print and fax your quote request to 608.788.2660.