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**THIS IS AN ORDER**  **SEND ME A QUOTE** DATE: \_\_\_\_\_

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EMAIL: \_\_\_\_\_ QUOTE #: \_\_\_\_\_

<b>QTY:</b>	1. _____ 2. _____ 3. _____ 4. _____
<b>TYPE of STOCK:</b>	Description: _____
<b>SIZE:</b>	To us: _____ X _____ # Up: _____ Finished: _____ X _____ Trim? <input type="checkbox"/> NO <input type="checkbox"/> YES To us: _____ X _____ # Up: _____ Finished: _____ X _____ Trim? <input type="checkbox"/> NO <input type="checkbox"/> YES
<b>LAMINATING:</b>	<input type="checkbox"/> YES Gauge: _____ # of sides: _____ <input type="checkbox"/> Glossy or <input type="checkbox"/> matte <input type="checkbox"/> lip size: _____ <small>(1.7 mil, 3 mil, 5 mil, 10 mil) (1/8, 1/4, 1/2)</small>
<b>MOUNTING:</b>	<input type="checkbox"/> YES Backer: _____ Thickness Size: _____ # of sides: _____ Colour: _____ <small>Backer types/sizes: Chipboard 24, 35, 45, 50, 80 pt - Foam-core 3/16", 1/2" - Easel: single or double (brown, white)</small>
<b>BINDING STYLE:</b>	<input type="checkbox"/> Tinning <input type="checkbox"/> Wire-O <input type="checkbox"/> Eyeleting <input type="checkbox"/> Perfect Binding <input type="checkbox"/> Saddle-stitch <input type="checkbox"/> Mounting <input type="checkbox"/> Plastic Spiral <input type="checkbox"/> Other _____
<b>DETAILS:</b>	Colour: _____ Edge: _____ Location: _____ Size: _____ <small>(top only, top/bottom, left side, right side, middle) (ei: eyelet 3/16", 1/4", 7/16")</small> Thickness of Unit: _____
<b>HANGER:</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO Type: _____ Location: _____ # per unit: _____ <small>(loop, string, thumb-cut, hole) (top, side, bottom)</small>
<b>ASSEMBLY:</b>	<input type="checkbox"/> Collating <input type="checkbox"/> Inserting <input type="checkbox"/> Punching <input type="checkbox"/> Attaching # of sheets per unit: _____ Description: _____
<b>PACKAGING:</b>	<input type="checkbox"/> Bulk <input type="checkbox"/> Tube <input type="checkbox"/> Elastic Banded <input type="checkbox"/> Skid <input type="checkbox"/> Carton/Cow <input type="checkbox"/> Other Description: _____
<b>ADDITIONAL DESCRIPTION:</b>	_____ _____ _____ _____ _____