

THIS IS AN ORDER **SEND ME A QUOTE** DATE: _____

COMPANY: _____ CONTACT: _____

ADDRESS: _____

TEL: _____ EXT: _____ FAX: _____

EMAIL: _____ QUOTE #: _____

QTY:	1. _____ 2. _____ 3. _____ 4. _____
TYPE of STOCK:	Description: _____
SIZE:	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
LAMINATING:	<input type="checkbox"/> YES Gauge: _____ # of sides: _____ <input type="checkbox"/> Glossy or <input type="checkbox"/> matte <input type="checkbox"/> lip size: _____ (1.7 mil, 3 mil, 5 mil, 10 mil) (1/8, 1/4, 1/2)
MOUNTING:	<input type="checkbox"/> YES Backer: _____ Thickness Size: _____ # of sides: _____ Colour: _____ Backer types/sizes: <u>Chipboard</u> 24, 35, 45, 50, 80 pt – Foam-core 3/16", 1/2" – Easel: single or double (brown, white)
BINDING STYLE:	<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 _____
DETAILS:	Colour: _____ Edge: _____ Location: _____ Size: _____ (top only, top/bottom, left side, right side, middle) (ei: eyelet 3/16", 1/4", 7/16") Thickness of Unit: _____
HANGER:	<input type="checkbox"/> YES <input type="checkbox"/> NO Type: _____ Location: _____ # per unit: _____ (loop, string, thumb-cut, hole) (top, side, bottom)
ASSEMBLY:	<input type="checkbox"/> Collating <input type="checkbox"/> Inserting <input type="checkbox"/> Punching <input type="checkbox"/> Attaching # of sheets per unit: _____ Description: _____
PACKAGING:	<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: _____
ADDITIONAL DESCRIPTION:	_____ _____ _____ _____ _____