

ESTIMATE/QUOTE SHEET

ESTIMATE NO. _____

This form is to be used for printing estimates only. **This is not a printing order form.**

Date: _____

ANY CHANGES ON THE PRINTING ORDER WILL MAKE THIS ESTIMATE/QUOTE INVALID.

Estimate/Quote is valid for 90 days.

DEPARTMENT REQUESTING ESTIMATE/QUOTE	PHONE EXT.	DATE NEEDED
ACCOUNTING UNIT	ACTIVITY CODE	

Description/Name of job: _____

Reprint Date last printed: _____ Camera-ready file Typeset Printed sample attached

Other information that will help with an estimate: _____

Number of pages: _____ Printed one side Printed both sides

QUANTITIES	QUOTE PER QUANTITY	FINISHED PAPER SIZE AND TYPE OF PAPER NEEDED	
<input type="checkbox"/> 100			
<input type="checkbox"/> 500			
<input type="checkbox"/> 1000			
<input type="checkbox"/> 5000			
<input type="checkbox"/> Other:			
INK COLOR		<input type="checkbox"/> DRILL HOLES	BINDING
<input type="checkbox"/> Black		Number of holes: _____	<input type="checkbox"/> EZ Coil
<input type="checkbox"/> Black & UMMC blue	<input type="checkbox"/> PAD		<input type="checkbox"/> Perfect
<input type="checkbox"/> 4 color process	Number of pads: _____	PRINTED COVER	
<input type="checkbox"/> Other:	<input type="checkbox"/> FOLD	<input type="checkbox"/> Yes	<input type="checkbox"/> # 10 Regular
	Number of folds: _____	<input type="checkbox"/> No	<input type="checkbox"/> # 10 Window
MAILING		<input type="checkbox"/> TABS	<input type="checkbox"/> Invitation Style
<input type="checkbox"/> Mail	OPTIONS		Size _____
<input type="checkbox"/> Variable data	<input type="checkbox"/> Numbered	Number of tabs: _____	<input type="checkbox"/> Other:
ASSEMBLE		<input type="checkbox"/> Printed	
<input type="checkbox"/> Without staples	<input type="checkbox"/> Laminated	<input type="checkbox"/> Unprinted	
<input type="checkbox"/> With staples	<input type="checkbox"/> Pouch		
Number: _____	<input type="checkbox"/> Sheet		
	<input type="checkbox"/> Other:		

Instructions: _____

Wide Format Quote: Fill out the red area at the top of the page, including size and type of poster.

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Please submit to PrintingEstimates@umc.edu