



Estimate Order Form

Print Order Form

Date To Printco _____ Due Date _____ AM / PM

Company _____

Printco Bid # if Quoted _____

Contact Name _____

Price As Quoted _____

Phone Number _____ Fax Number _____

Purchase Order # _____

Email Address _____

Job # _____

Billing Contact _____

Billing Address _____

Print Specs - Continue on back if necessary

Job Name _____

Quantity _____ **Overs/Unders:** ±2% ±5% ±10% Guaranteed Quantity*

Files: Disk Supplied Create Design Rerun
 Rerun with Revisions Film Supplied Camera Ready Art Supplied

Quick File Checklist:	
<input type="checkbox"/> Fonts & Graphics Included	<input type="checkbox"/> Lasers of Final Piece
<input type="checkbox"/> Pages set up as single pages	<input type="checkbox"/> Bleeds at Least 1/8"
<input type="checkbox"/> Document size set to trim size	<input type="checkbox"/> Images CMYK

Proofs: Color Correct Gloss Low Res Offset Paper
 Email PDFs (above address) Printco to OK (supplied PDFs only)

Cover: Bleeds **Ink Coverage:** Heavy Medium Light **Inks:** Soy Wax Free Metallic UV Aqueous Varnish

Number Pages _____ Finished Size _____

Stock _____ Colors Outsides _____ Colors Insides _____

Insides: Bleeds **Ink Coverage:** Heavy Medium Light **Inks:** Soy Wax Free Metallic UV Aqueous Varnish

Number Pages _____ Page Size _____ Finished Size _____


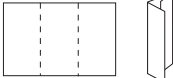
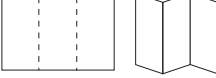

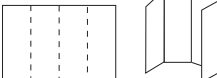
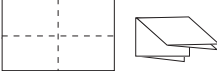
Stock _____ Colors Outsides _____ Colors Insides _____

Notes _____

Folding and Binding - Include fold sample indicating which panels face out

Binding None Saddle Stitch Perfect Bind Wire-O Spiral

Folding Leave Flat Fold Copy In Fold Copy Out Other (attach sample)

<input type="checkbox"/> Half Fold 	<input type="checkbox"/> Letter Fold 	<input type="checkbox"/> Z-Fold 	<input type="checkbox"/> Double Parallel 	<input type="checkbox"/> Roll Fold 	<input type="checkbox"/> Half and Half Fold 
--	---	--	--	---	--

Other Drill Perf Score Number Die Cut(attach sample)

Packing Instructions

- Rubber band in _____
- Paper band in _____
- Shrink wrap in _____
- Brick stack on skids or in skid packs
- Printco boxes
- Plain boxes
- Other _____

Delivery Instructions

- Must arrive by _____ at _____
- Customer Pickup - Call _____
- Printco to arrange delivery or freight
- Ship via commercial lines -- best way
- Other _____
- Ship Attention _____
- Address _____
- Ship Disk with Order Ship Disk Separately

Printco Graphics accepts no responsibility for errors in processing caused by inadequate preparation of this form.
Quantities are bid on industry standard of 5% over/under unless otherwise stated.