



# Quote Request

Fill out and e-mail to [quotes@ipsprints.com](mailto:quotes@ipsprints.com)  
or fax to 916.442.3119

Date \_\_\_\_\_

## Contact Information

Business Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Sales Rep: \_\_\_\_\_

## General Job Description

Quantity: \_\_\_\_\_  
Job Description: \_\_\_\_\_  
Size (flat/unfolded): \_\_\_\_\_ Finish Size (folded): \_\_\_\_\_  
Stock: Text weight: \_\_\_\_\_ Recycled Paper  
Cover weight: \_\_\_\_\_ Recycled Paper  
Ink Colors: Side 1: Black PMS #'s: \_\_\_\_\_ Full-Color  
Side 2: Black PMS #'s: \_\_\_\_\_ Full-Color  
Coatings: Aqueous Coating Gloss Varnish Dull Varnish Flood Spot

## Prepress

New File/Job Scan & Print Exact Repeat Old File w/Change Previous Job # \_\_\_\_\_  
File supplied via: Drop-off CD DVD Thumbdrive E-mail Uploaded FTP yousendit.com  
File Kind: PDF Adobe Illustrator Adobe InDesign Adobe Photoshop Quark FreeHand Word Publisher  
Image bleeds off edge of page

## Proofs

Color Matchprint Digital Blueline Color PDF E-mail Proof B/W Laserprint Press Proof No Proofs

## Foil/Emboss

Foil Color: \_\_\_\_\_ Embossing: \_\_\_\_\_  
Dies: \_\_\_\_\_ Comments: \_\_\_\_\_

## Bindery

Saddlestitch Perfect Bind Spiral Bind Wrap Around Cover # of Books: \_\_\_\_\_  
Forms/Tickets – Number (Starting #): \_\_\_\_\_ Number Color: \_\_\_\_\_  
Perf Location: \_\_\_\_\_ Score Location: \_\_\_\_\_  
Die Cut: \_\_\_\_\_ Laminate: \_\_\_\_\_  
Fold: \_\_\_\_\_ Drill: \_\_\_\_\_  
Pad – Quantity per pad: \_\_\_\_\_ Total Pads: \_\_\_\_\_  
Wrapping: # of Sheets/Package \_\_\_\_\_  
Special Handling Instructions: \_\_\_\_\_

## Delivery

Required Completion Date: \_\_\_\_\_  
Deliver to: \_\_\_\_\_ Will Pickup: \_\_\_\_\_  
Instructions: \_\_\_\_\_  
Other comments: \_\_\_\_\_