

Customer: _____ Order Date: _____

Contact: _____ Phone: _____ Fax: _____

Job Description: _____ E-mail: _____

Quantity: 1000 2000 5000 Other _____

PRE-PRESS & PRESS ROOM

PLATES & SET-UP CHARGES

- Plate Charge (Required) Qty. _____ @ \$15.00 each =\$ _____
 Digital art: Re-order (art on file) Provided on disk Emailed (File Name: _____)
- Typesetting/File Correction (1/4 hr. min.) Qty. _____ @ \$60.00 hour =\$ _____
- Scan C/R art Qty. _____ @ \$10.00 each =\$ _____
- Proof B/W \$5.00 Color \$20.00 Qty. _____ @ _____ each =\$ _____

STOCK & INK CHARGES - No additional charge for BLACK Ink

- TCI Standard Colors Qty. _____ @ \$15.00 each =\$ _____
- PMS Ink (Includes ink mix) (# _____) Qty. _____ @ \$40.00 each =\$ _____
- PMS Ink (Supplied) Qty. _____ @ \$15.00 each =\$ _____
- Stock Name: _____ Supplied+ =\$ _____
- Misc.: _____ =\$ _____

1 COLOR RUN (Select one standard color or specify PMS color above)

- Black 469 Brown 221 Burgundy 430 Gray 347 Green Process Blue 185 Red Reflex Blue 320 Teal PMS
- Sheet Size (up to 8.5 x 14) Qty. _____ @ \$15.00/M =\$ _____
- Sheet Size (11 x 17) Qty. _____ @ \$19.00/M =\$ _____
- Envelopes (up to 6 x 9) Qty. _____ @ \$17.00/M =\$ _____
- Envelopes (larger than 6 x 9 up to 9 x 12) Qty. _____ @ \$25.00/M =\$ _____

2 COLOR RUN (Select two standard colors or specify PMS colors above)

- Black 469 Brown 221 Burgundy 430 Gray 347 Green Process Blue 185 Red Reflex Blue 320 Teal PMS
- Sheet Size (up to 8.5 x 14) Qty. _____ @ \$27.00/M =\$ _____
- Sheet Size (11 x 17) Qty. _____ @ \$35.00/M =\$ _____
- Envelopes (up to 6 x 9) Qty. _____ @ \$30.00/M =\$ _____
- Envelopes (larger than 6 x 9) Qty. _____ @ \$40.00/M =\$ _____
- Registration (1/16" or closer) (Required for full color) Qty. _____ @ \$15.00/M =\$ _____

TOTAL PRE-PRESS & PRESS ROOM =\$ _____





TOTAL BINDERY, PACK & SHIP (Total from reverse side) =\$ _____

Please include any special instructions on reverse side of form.

TOTAL = \$ _____

BINDERY, PACK & SHIP

BINDERY & LETTERPRESS

<input type="checkbox"/> Collating		Qty. _____ @ \$15.00/M	= \$ _____
<input type="checkbox"/> Cutting (Cut to size: _____ x _____)	\$ 5 Set-up	Qty. _____ @ \$ 1.00 Lift*	= \$ _____
<input type="checkbox"/> Drilling	\$ 5 Set-up	Qty. _____ @ .002¢ ea.	= \$ _____
<input type="checkbox"/> Embossing	\$ 5 Set-up	Qty. _____ @ \$46.00/M	= \$ _____
<input type="checkbox"/> Emboss Counter		Qty. _____ @ \$20.00/M	= \$ _____
<input type="checkbox"/> Foiling	\$ 5 Set-up	Qty. _____ @ \$46.00/M	= \$ _____
<input type="checkbox"/> Foiling Die**	<input type="checkbox"/> Provided <input type="checkbox"/> Please Order	Qty. _____ @ \$55.00/M	= \$ _____
<input type="checkbox"/> Folding (Circle fold option)	\$ 3 Set-up	Qty. _____ @ \$17.00/M	= \$ _____
<div style="display: flex; justify-content: space-around; font-size: small;">  Letter  Fan  Double Parallel  Single </div>			
<input type="checkbox"/> Numbering (Starting No. _____)	\$ 3 Set-up	Qty. _____ @ \$17.00/M	= \$ _____
Color:	<input type="checkbox"/> Red <input type="checkbox"/> Black (Add \$10.00)		
<input type="checkbox"/> Padding (NCR)	\$ 3 Set-up	Qty. _____ @ \$ 3.00/M	= \$ _____
<input type="checkbox"/> Pad & Chip (sheets per pad _____)	\$ 3 Set-up	Qty. _____ @ .50¢ ea.	= \$ _____
<input type="checkbox"/> Perfining (Circle perf option)	\$ 3 Set-up	Qty. _____ @ \$17.00/M	= \$ _____
Standard -----	Micro -----		
<input type="checkbox"/> Scoring	\$ 3 Set-up	Qty. _____ @ \$17.00/M	= \$ _____

PACK AND SHIP

<input type="checkbox"/> BC Box (Holds approx. <input type="checkbox"/> 250 <input type="checkbox"/> 500 <input type="checkbox"/> 1000)	Qty. _____ @ \$ 1.50 ea.	= \$ _____
<input type="checkbox"/> LH Box (Holds approx. 500 sheets)	Qty. _____ @ \$ 1.50 ea.	= \$ _____
<input type="checkbox"/> Shipping Box	Qty. _____ @ \$ 2.50 ea.	= \$ _____
<input type="checkbox"/> Shrink Wrap (Sheets per pack _____)***	Qty. _____ @ \$ 1.00 ea.	= \$ _____
<input type="checkbox"/> Pick-up	Qty. _____ @ \$ 5.00	= \$ _____
<input type="checkbox"/> Deliver	Qty. _____ @ \$ 5.00	= \$ _____
<input type="checkbox"/> Drop Ship to: _____		

Est. Shipping Cost = \$ _____

Bindery, Pack & Ship Total = \$ _____

SPECIAL INSTRUCTIONS:

For 3 spot color run, combine the 1 color run charge and the 2 color run charge. For 4 spot color run, double the 2 color run charge. For 2, 3, and 4 spot color runs, registration charges may apply. *Lift consists of 500 sheets of letterhead or 250 sheets of cover stock. **Max. die size = 3.5" x 8".

***Shrink wrap packages: 500 sheets of letterhead or 250 sheets of cover stock constitute 1 pack. †Please provide 10% stock overage for set-up and bindery.

For billing purposes only, all quantities will be rounded up to nearest 1M.