

## QUOTE REQUEST FORM

EMAIL COMPLETED FORMS TO: [PRINTQUOTES@CONTACTACSERVICES.COM](mailto:PRINTQUOTES@CONTACTACSERVICES.COM) OR FAX: 604-688-5524, ATTN: QUOTE REQUEST

COMPANY: _____	DATE (MM/DD/YY): _____
ADDRESS: _____	DELIVERY DATE: _____
CONTACT: _____	NEW CLIENT: YES NO
EMAIL: _____	INVOICE: SAME OTHER
TELEPHONE: _____	P.O. #: _____
FAX: _____	SALES PERSON: _____

### JOB DESCRIPTION

BUSINESS CARDS	LETTERHEAD	ENVELOPES	CALENDARS	BROCHURES	FLYERS
<input type="checkbox"/> NEWSLETTERS	POSTCARDS	INVITATIONS	GREETING CARDS	FORMS	POSTERS
MULTI-SHEET BOUND	PURL & EMAIL CAMPAIGN	OTHER: _____			

JOB DETAILS: \_\_\_\_\_

QUANTITY #1: _____	QUANTITY #2: _____	QUANTITY #3: _____
BLEED: YES NO	FLAT SIZE: _____	FINISHED SIZE: _____
TOTAL PRINTED PAGES: _____	SINGLE DUPLEX	PLUS 4-PAGE COVER
	SIDED	

### SOLUTIONS REQUIRED

DIGITAL     SHEETFED OFFSET     WEB OFFSET     PRE-MEDIA / DESIGN     VARIABLE DATA     DIRECT MAIL

### PRE-MEDIA / PROOF METHOD

EMAIL PDF     PRESS-PROOF     MATCH PRINT     INSITE SOFT PROOF     B&W/LASER

### PRINTING

#### DESCRIPTION (GENERAL OR INSIDE/TEXT)

PAPER STOCK: \_\_\_\_\_

INK COLORS: FRONT: \_\_\_\_\_ / BACK: \_\_\_\_\_ FLAP: \_\_\_\_\_

PMS CONFIRMATION: PMS #: \_\_\_\_\_ BLEED:  YES NO

VARNISH TYPE:  AQ FLOOD     SPOT     DRY TRAP

#### DESCRIPTION (COVER)

PAPER STOCK: \_\_\_\_\_

INK COLORS: FRONT: \_\_\_\_\_ / BACK: \_\_\_\_\_ FLAP: \_\_\_\_\_

PMS CONFIRMATION: PMS #: \_\_\_\_\_ BLEED:  YES NO

VARNISH TYPE:  AQ FLOOD     SPOT     DRY TRAP

### BINDERY / FINISHING

<input type="checkbox"/> TRIM 4 SIDES	<input type="checkbox"/> FOLD	<input type="checkbox"/> STITCH	SCORE	COLLATE	PERF
<input type="checkbox"/> WIRO BIND	DIECUT	FOIL	EMBOSS	LAMINATE	DRILL
<input type="checkbox"/> PAD	CERLOX	BUNDLE/BAND	WRAP	INSERT PCS	PBIND
<input type="checkbox"/> CORNER STITCH	<input type="checkbox"/> SADDLE STITCH	<input type="checkbox"/> OTHER _____			

### DIRECT MAIL / DATA SERVICES / VARIABLE DATA:

DATABASE FILE TYPE:  CSV     EXCEL     DBASE     DELIMITED TEXT     OTHER

INDICIA SUPPLIED:  YES     NO

MAILING OPTIONS:  1<sup>ST</sup> CLASS CAN MAIL (4DAY)     CAN ADMAIL (14DAY)     OTHER     USPS (USA)     OVERSEAS

CAMPAIGN SPECIFICS:  POSTAL SORT     DATA CLEANSING     DATA ANALYSIS     MERGE/PURGE/SPLIT     GENDERIZATION

UPC GENERATION     NUMBER GENERATION     DUPLICATE ELIMINATION

SIZE ( INCHES  CM): \_\_\_\_\_ (H) \_\_\_\_\_ (W) \_\_\_\_\_ (D)    WEIGHT ( LBS  G): \_\_\_\_\_

### PACKAGING / SHIPPING INSTRUCTIONS

PACKAGING:  CONTACT BOX     PLAIN BOX     SUPPLIED BOX

SHIPPING:  SINGLE SHIP TO LOCATION (AS ABOVE)     ALTERNATE OR MULTIPLE SHIP TO LOCATIONS

ADDRESS # 1: _____	ADDRESS #2: _____
CITY: _____	CITY: _____
STATE/PROVINCE: _____	STATE/PROVINCE: _____
ZIP/POSTAL CODE: _____	ZIP/POSTAL CODE: _____
COUNTRY: _____	COUNTRY: _____
QTY: _____	QTY: _____
# BOXES: _____	# BOXES: _____
DATE REQUIRED: _____	DATE REQUIRED: _____

### NOTES & SPECIAL INSTRUCTIONS

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