

Customer Name _____

Contact Name: _____ **P.O.** _____

Project Name: _____

File Type: _____

Quantity: _____ **PDF Proof**
File Submission: FTP Email CD/DVD TBD

Originals: _____ **Hard Copy Proof**
Variable Data **No. of Records** _____

 4/0 K/0 **Due Date** _____

PAPER STOCK

4/1 K/K

 4/4 **Custom:** _____

Flat Size: 8.5x11 11x17 5.5x8.5

80# Gloss Text 100# Gloss Text

4x6 Other _____

80# Matte Text 100# Matte Text

Finish Size: 8.5x11 11x17 5.5x8.5

80# Gloss Cover 100# Gloss Cover

 4x6 **Business Card** 6x9

80# Matte Cover 100# Matte Cover

Other _____

70# Uncoated Text 80# Uncoated Cover

BINDERY:

80# Uncoated Text 100# Uncoated Cover

Cut to finish size

100# Uncoated Text 10pt C1S

Fold to finish size

130# Uncoated Cover 10pt C2S

Saddlestitch Booklet

130# Gloss Cover 12pt C1S

Staple left Corner 2 Booklet Staples

130# Matte Cover 12pt C2S

Score Perf

80# Cream Uncoated Text 80# Cream Uncoated Cover

Coil/Spiral Bind: Color _____

100# Cream Uncoated Text 100# Cream Uncoated Cover

Wire-O: Color _____

60# Gloss Label 60# Matte Label

GBC/Comb Bind: Color _____

Static Cling Clear Static Cling White

Fastback: Color _____

Tekra Teslin

Perfect Bind

Magnetic Acetate

Covers

80# Vellum Text 100# Vellum Text

Clear Front Clear Back Other _____

Synthetic 10mil 12mil 14mil

Vinyl Back Color _____

Other _____

3-Hole Drill 5/16" 1/4" 7/32"

Tabs:

No. of tabs _____ No. of tabs per bank _____

UV Coat: 1 Side 2 Sides

Mylar: Color _____ Edge reinforce Drill

Assemble into Binders

DocuTabs 5th cut

Spine Cover Supplied Inserts

Lamination

Shrinkwrap _____ per package

3 mil 5 mil 10 mil

Gloss Matte

Round corner 1/8" radius 1/4" radius

Special Instructions for job and/or shipping:
