

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 _____

1-sided Due Date _____

BINDERY:

2-sided

Cut to finish size Fold to finish size

Flat Size: 8.5x11 11x17 5.5x8.5

Saddlestitch booklet

8.5x14 9x14

Staple left corner 2 booklet staples

Other _____

Score Perf

Finish Size: 8.5x11 11x17 5.5x8.5

Coil/Spiral Bind: Color _____

8.5x14 7x8.5 7x9

Wire-O: Color _____

Business Card

GBC/Comb Bind: Color _____

Other _____

Fastback: Color _____

Covers

PAPER STOCK

Clear Front Clear Back Other _____

20# Bond 20# Bond 3-hole

Vinyl Back Color _____

24# Bond 24# Bond 3-hole

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

70# Bond 80# Bond

Perfect Bind

20#: Color _____ 60#: Color _____

Assemble into binders

110# Index: Color _____ 67# Bristol: Clr _____

Spine Cover Supplied Inserts

60# Astro: Color _____ 65# Astro: Color _____

Shrinkwrap _____ per package

28# Color Laser 32# Color Laser

Tabs:

20# Recycled 60# Recycled

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

50# Accent Opaque 60# Accent Opaque

Mylar: Color _____ Edge reinforce Drill

2-part NCR 3-part NCR

DocuTabs 5th cut

30# Munising Cleanroom 80# Bright White Cover

Lamination

Other _____

3 mil 5 mil 10 mil

3 Gloss Matte

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

Special Instructions for job and/or shipping:
