



Customer Information

Company Name: _____ Sales Executive Name (If Known): _____
 Contact: _____ Phone Number: _____ Fax Number: _____
 E-Mail Address: _____ Current Date and Time: _____

Job Information

Project Name: _____
 Quantity: _____ Number of Pages: _____ Self Cover Plus Cover; Number of Pages: _____
 Page Size: _____ Size, Folded: _____ Size, Flat: _____ Deliver Flat Deliver Folded

PrePress

Software Application & Version: _____
It is assumed that production-ready digital files will be provided (no alterations required); please contact your Sales Executive if conventional materials (film and/or camera-ready artwork) are involved or alterations are required. Unless requested otherwise, digital contract proofs and digital imposition proofs will be provided.

Paper & Ink

Substrate (Paper)	Weight	Color	Grade / Brand	Ink, Side 1	Ink, Side 2
Envelope: Size:				Ink, Face:	Ink, Flap:

Production Difficulty

Bleeds: Right/Left Top/Bottom Press Check Required RUSH: Required Turn-Around:
 Ink Coverage: Solid Heavy Average Light Register: Close Average Simple

Binding & Finishing

Binding Type: Saddle-Stitch Perfect-Bind Spiral-Bind Wire-0 Comb Side-Stitch Binding Side: Long Short
 Banding Type: Paper Band Rubber Band Shrink Wrap Pieces per Band: _____
If any of the following finishing techniques are required, please contact your Sales Executive: Scoring, Perforating, Round-Cornering, Drilling, Embossing, Foil Stamping, Die-Cutting, Folding & Gluing, Tab-Cutting, Numbering, Mailing Services.

Binding Instructions

Folding Instructions

Packing & Shipping Instructions Prices based on F.O.B. Honolulu

General/Special Instructions