



# Specification Sheet

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Marketing Representative \_\_\_\_\_  
 Date Estimate Required \_\_\_\_\_ Quotation No. \_\_\_\_\_  
 Previous Job No. \_\_\_\_\_ Previous Quote No. \_\_\_\_\_

Date \_\_\_\_\_  
 Customer \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ FAX \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Submitted by \_\_\_\_\_  
 Title and Description of Job \_\_\_\_\_

**QUOTATION BASED ON:**

- VERBAL SPECIFICATIONS
- WRITTEN SPECIFICATIONS
- LIVE JOB
- FINAL ART
- PRINTED SAMPLE
- BUDGET

Quantity							
Open Size	Finished Size	Text Pages	No. of Colors-Text	Cover (1,2,3,4)	No. of Colors-Cover	Ink Coverage	Bleeds
						<input type="checkbox"/> Light <input type="checkbox"/> Average <input type="checkbox"/> Heavy	<input type="checkbox"/> Text <input type="checkbox"/> Cover

**INK Cover:**  Black  Process  PMS # \_\_\_\_\_  Varnish **Text:**  Black  Process  PMS # \_\_\_\_\_  Varnish

**PAPER**

Text Stock \_\_\_\_\_  Hard Spec  
 \_\_\_\_\_  Or Equal

Cover Stock \_\_\_\_\_  Hard Spec  
 \_\_\_\_\_  Or Equal

<b>PRE-PRESS</b>	<input type="checkbox"/> E-Mail with Lasers	<b>PROOFS</b>	<input type="checkbox"/> Sherpa	<b>APPLICATION</b>	<input type="checkbox"/> Quark Express
	<input type="checkbox"/> Disk with Lasers		<input type="checkbox"/> Laser Comp		<input type="checkbox"/> In Design
	<input type="checkbox"/> Exact Reprint		<input type="checkbox"/> Sherpa & Laser Comp		<input type="checkbox"/> Pagemaker
	<input type="checkbox"/> Reprint with Changes		<input type="checkbox"/> Sherpa, Laser Comp & PDF		<input type="checkbox"/> Photoshop
	<input type="checkbox"/> FTP Site		<input type="checkbox"/> PDF		<input type="checkbox"/> Illustrator
<input type="checkbox"/> Misc	<input type="checkbox"/> No. of Sets		<input type="checkbox"/> Publisher	<input type="checkbox"/> Other	

<b>BINDERY</b>	<input type="checkbox"/> Fold	<input type="checkbox"/> Covering	<input type="checkbox"/> Drill	<input type="checkbox"/> Shrink Wrap
	<input type="checkbox"/> Hand Folding	<input type="checkbox"/> Perfect Bind	<input type="checkbox"/> Round Corner	<input type="checkbox"/> Wafer Seal
	<input type="checkbox"/> Collate	<input type="checkbox"/> Plastic Bind	<input type="checkbox"/> Score	<input type="checkbox"/> Wrap (Hand) Qty. Per Pkg.
	<input type="checkbox"/> Hand Collate/Insert	<input type="checkbox"/> Wire-O-Bind	<input type="checkbox"/> Die Cut	<input type="checkbox"/> Edge Gumming
	<input type="checkbox"/> Stitch # Saddle/Side	<input type="checkbox"/> Pad	<input type="checkbox"/> Peforate	<input type="checkbox"/> Case Binding
	<input type="checkbox"/> Smyth Sew	<input type="checkbox"/> Tipping/Gluing	<input type="checkbox"/> Numbering	<input type="checkbox"/> Other

<b>SPECIAL INSTRUCTIONS</b>	<b>PACKING</b>	<b>SHIP VIA</b>
	<input type="checkbox"/> Cartons	<input type="checkbox"/> Fort Orange Press
	<input type="checkbox"/> Skids	<input type="checkbox"/> UPS
	<input type="checkbox"/> Cages	<input type="checkbox"/> Common Carrier
	<input type="checkbox"/> Other	<input type="checkbox"/> Customer Pick Up
		<input type="checkbox"/> Other
<b>DATE JOB FURNISHED:</b>	<b>SHIP DATE:</b>	