



Order/Quote Request

- Printing Order
- Quote Request
- Please set up for Overnighters System



Date & Time: _____

Customer Details

- Repeat Client
- New Client
- Yellow Pages
- Other
- Referral _____

Name & Position: _____

Company: _____

Delivery Details

Address: _____

Contact Details

Work Phone: _____ Mobile: _____ Fax: _____

Email: _____

Quote Required by _____ Job Required by _____

Job Description

- New
- Repeat
- Amended Repeat _____

Product: _____

Quantity: _____ Single Sided Double Sided

Ink Colour: Black PMS _____ PMS _____ PMS _____ PMS _____ CMYK

Finished Size: A4 (210x297) A5 (148x210) A3 (297x420) Other: _____

Business Card (standard size 90x55) Other: _____

Envelope (standard size DL 220x110) Other: _____

Stock: Paper Card Coated Uncoated Colour: _____ GSM: _____

Finishing: Folded Type of Fold and Folded Size: _____

- Scoring
- Guillotining
- Collating
- Binding
- Padding
- Stapling
- Drilling

Pre-Press

- Artwork Supplied
- Email
- FTP
- USB
- CD/DVD/BR

Program used to create the artwork and Version: _____ PC

Artwork Required Text available Program Used/Version: _____ Mac

Docket Books

- Duplicate
 - Triplicate
 - Quadruplicate
- Available colours: White, Blue, Green, Yellow, Pink

Paper Colour: Top Copy: _____ 2nd Copy: _____ 3rd Copy: _____ 4th Copy: _____

Numbered: Starting Number: _____ Binding LHS Top

Perforated: Which copies: _____ Padding LHS Top

Drilled: Number of holes: _____

Payment Details

Please choose your preferred payment method:

- Direct Deposit
- Cheque
- Cash
- Credit Card

To protect your privacy and ensure security of payment, we will contact you to arrange details.

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Factory:
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absolutely, reassuringly, dependable