



Arkansas State University Printing Services

REQUEST FOR ESTIMATE

Date: _____

Department: _____

Contact: _____ Phone: _____ Fax: _____

Job Description: _____

Quantities: 1. _____ 2. _____ 3. _____ 4. _____

Repeat Order New Job/Job with Changes Public Relations Designing Job

Proof Required: Laser Blueline Color Key Scans: B&W # _____ Color # _____

Flat or Page Size: 5.5X8.5 6X9 8.5X11 11X17 Other: _____ X _____

No. of Inside Pages: _____ Separate Cover Self Cover

Paper: Entire Job or Inside Pages - 50# Book 60# Book 70# Linen 70# Matte Text

70# Gloss Text 80# Gloss Text Color/Other: _____

Ink (Inside): Black Red #485 PMS# _____ PMS# _____ 4 Color Process

Special Paper or Ink Notes: _____

Cover Stock: 65# Unctd Cover White 65# Matte Cover White 65# Gloss Cover White

80# Gloss Cover White Other: _____ Color: _____

Ink (Cover): Black Red #485 PMS# _____ PMS# _____ 4 Color Process

Special Paper or Ink Notes: _____

Binding: None Fold Only Perf./Number Score Collate Pad

Saddle GBC Coil Perfect Other: _____

Special Instructions: _____

Please REPLY via: Phone Fax Campus Mail

Estimate* based on above information:

Quantity 1 \$ _____

Quantity 2 \$ _____

Quantity 3 \$ _____

Quantity 4 \$ _____

*estimates valid for at least 60 days, and are subject to accepted trade customs