

**REQUEST FOR PRINTING ESTIMATE**

Date \_\_\_\_\_

**Client** \_\_\_\_\_  
**Project description** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Finished size flat** \_\_\_\_\_ inches by \_\_\_\_\_ inches  
**Finished size folded** \_\_\_\_\_ inches by \_\_\_\_\_ inches

**Bindery** folds, stitches \_\_\_\_\_  
**Pages when folded** \_\_\_\_\_

**Press run** quantity \_\_\_\_\_  
**Prints**  one side  both sides

**Paper stock** weight, surface \_\_\_\_\_

**Ink color(s)** number of colors \_\_\_\_\_ Pantone numbers: \_\_\_\_\_  
\_\_\_\_\_

**Bleeds**  no  yes number of sides: \_\_\_\_\_

**B&W halftones** number / sizes \_\_\_\_\_  
\_\_\_\_\_

**Color separations** number / sizes \_\_\_\_\_  
\_\_\_\_\_

**Masks** number / sizes \_\_\_\_\_

**Tint screens** number / sizes \_\_\_\_\_

**Mechanicals**  pasteups  electronic file—software / version / format:  
\_\_\_\_\_  
\_\_\_\_\_

**Film**  printer to do scans and make film  
 service bureau to provide scans

**Proofs**  blueline  color key Other: \_\_\_\_\_

**Packaging**  boxed  pallets \_\_\_\_\_

**Schedule** \_\_\_\_\_ working days

**Delivery details** \_\_\_\_\_  
\_\_\_\_\_