

Project: _____ Quantity: _____ Due Date: ____ / ____ / ____

Requested By: _____

E-mail Address: _____

Phone Number: _____ Fax Number: _____

Do you need an Estimate before we start the job? Yes No

Do you want to see a proof before we print the job? Yes No E-mail Proof Fax Proof

We will not be responsible for any errors or omissions if no proof requested

File Name: _____

of Pages in file: _____

Type of file: (please circle) Illustrator Photoshop InDesign Quark, PDF

Be certain to "Package for Output" from InDesign or "Collect for Output" from Quark XPress, including all photos, art and fonts. If working from Publisher or Word, please create a print quality pdf, and make sure all colors are cmyk and photos at 300 dpi for best quality output.

Delivery Instructions: (Project must be paid in full before delivery) _____

PAPER INFORMATION:

Run Size:

- 8.5 x 11 (letter)
- 8.5 x 14 (legal)
- 11 x 17 (tabloid)
- Custom _____

Weight:

- 60# (20# bond)
- 65# cover
- 80# cover
- Other _____

Paper Color:

Cover : _____
Inside Pages: _____

PRINT SPECIFICATIONS:

Print job in:

- full color
- black only
- Pantone (PMS) color _____

Sides:

- 1 side 2 sides

Books:

Collate: Yes No
Cover: Yes No

FINISHING SPECIFICATIONS:

Stapling:

- None
- 1 left corner
- 2 in fold

3 Hole Punch:

- Yes No

GBC or Spiral Bind:

- GBC Spiral

Color: _____

Cutting:

- Yes No
- Size after cut: _____
- Yield after cut: _____

Folding:

- None
- Half
- Letter (tri-fold)
- Other: _____

Fold w/ head In Out

We appreciate the opportunity to serve your printing needs.

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Please fax completed form to 402-408-0379 and email project to info@diversity print.com.
We will contact you for payment information and instructions to complete your order.