



# Detailed Job Estimate Request

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Submitted By: \_\_\_\_\_  
Rep Email: \_\_\_\_\_  
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## Customer Information

Company Name \_\_\_\_\_ Customer # \_\_\_\_\_  
Contact Name \_\_\_\_\_ Phone \_\_\_\_\_  
Fax \_\_\_\_\_ E-Mail \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Tax Exempt # \_\_\_\_\_

## Printing Info

• Job Due Date \_\_\_/\_\_\_/\_\_\_ • Proof Due Date \_\_\_/\_\_\_/\_\_\_  
• Quantity 1 \_\_\_\_\_ • Quantity 2 \_\_\_\_\_ • Quantity 3 \_\_\_\_\_  
• Project Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
• Flat Size \_\_\_\_\_ • Final Size \_\_\_\_\_ • # of Pages \_\_\_\_\_ • # of Panels \_\_\_\_\_  
• 1 or 2 Sided • Cover Paper \_\_\_\_\_ • # of Colors \_\_\_\_\_  
• Inside Paper \_\_\_\_\_ • # of Colors \_\_\_\_\_

## Business Card

• Number of Names \_\_\_\_\_ • 1 or 2 Sided • Paper \_\_\_\_\_ • # of Colors \_\_\_\_\_

## Special Items

• Coating \_\_\_\_\_ • UV \_\_\_\_\_ • Laminated \_\_\_\_\_ • Mil \_\_\_\_\_ • Type of Varnish \_\_\_\_\_ • Flood or Spot

## Pre press Information

• Print-Ready File Supplied \_\_\_\_\_ • Disk Supplied \_\_\_\_\_ • Design Needed \_\_\_\_\_

## Bindery (Provide all applicable information)

• Final Folded Size \_\_\_\_\_ **Type of Fold:** Half Letter Z-Fold Other  
• Saddle Stitch • Perfect Bind • Coil \_\_\_\_\_ • Score • Die Cut \_\_\_\_\_  
• Insert \_\_\_\_\_ • Collate \_\_\_\_\_ • Sew/Grommet \_\_\_\_\_ • Foil / Color \_\_\_\_\_ • Emboss \_\_\_\_\_  
• Round Corner • Die Supplied or New Die • Pad in \_\_\_\_\_ With Chip • Pad in \_\_\_\_\_ Without Chip  
• Drill \_\_\_\_\_ • Mounting \_\_\_\_\_ • Hold for Imprinting \_\_\_\_\_ Box \_\_\_\_\_ Shrink Wrap \_\_\_\_\_

Special Instructions \_\_\_\_\_

## Deliver/Ship (Circle one)

• Mail House • UPS • FedEx  
• F.O.B • Our Truck  
• Drop Off • P/U

THANK YOU for considering **Vivid Marketing & Print**.  
Your estimate will be E-mailed, faxed, or phoned back to you  
within 24 hours. We hope to hear from you soon.

*This price is an estimate. it is based upon information provided for the estimate.  
Due to circumstances beyond our control, the actual price when the job has been  
completed may vary.*  
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