

CUSTOMER:	PHONE	SALES REP	DATE IN <input type="checkbox"/> AM <input type="checkbox"/> PM
ADDRESS:	FAX	CELL PHONE	E-MAIL
CITY, STATE, ZIP	CONTACT NAME	SHIPPING METHOD	
SHIP TO:			
ADDL INSTRUCTIONS			

SCHEDULE DATES	
COMPLETION DATE:	
FIRM PRESS SCHEDULE REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
PRE-PRESS • STRIPPING • PLATING	<b>FINAL PROOFS DUE BY:</b>
	<input type="checkbox"/> FILM/BLUELINE <input type="checkbox"/> DIGITAL PRESS <input type="checkbox"/> DIRECT TO PLATE
	<input type="checkbox"/> PAPER PROOF-HI-RES EPSON <small>cut to size, backed up, folded - if required, with all finishing marks indicated</small>
	<input type="checkbox"/> FINAL COLOR - HI-RES EPSON flat press sheet size
	<input type="checkbox"/> W/OVERLAY(S) TO SHOW COLOR BREAK(S), VARNISH, DIE, ETC.
	DISCARD PREVIOUS <input type="checkbox"/> OLD FILM <input type="checkbox"/> PLATES <input type="checkbox"/> JOB
	<input type="checkbox"/> PICK UP POSITION FOR EXISTING DIE LAYOUT
	<input type="checkbox"/> EXACT REPRINT, PULL OLD PLATES FROM FILM -Match Sample
	<input type="checkbox"/> EXACT REPRINT, PULL FILES FORWARD
	<input type="checkbox"/> RANDOMS BEFORE FINAL PROOFS
<input type="checkbox"/> LASER <input type="checkbox"/> DIGITAL <input type="checkbox"/> LO-RES EPSON <input type="checkbox"/> HI-RES EPSON	
<input type="checkbox"/> TO SALES <input type="checkbox"/> NO PROOF REQ'D <input type="checkbox"/> INTERNAL PROOF	

QUOTE REQUEST
DATE QUOTE NEEDED
QUOTE NUMBER
<input type="checkbox"/> NOT REQUIRED

#	NEW	REF	W/CHANGES	JOB DESCRIPTION						
				PREV. #	QUANTITY	DESCRIPTION	COLOR IMPOS.	TRIM SIZE	FINAL COMPLETED SIZE	

PURCHASE ORDER NUMBER
NOT REQUIRED <input type="checkbox"/>
COPY COMING <input type="checkbox"/>

Jobs are quoted with a normal turnaround of 5-10 working days depending on the scope of job. Please inquire if you require a different time frame. We will try to accomodate any special requests.

INCLUDE RUSH CHARGE

#	PAPER STOCK		
WEIGHT	COLOR	BRAND / TYPE OF PAPER	

PREPRESS	
<input type="checkbox"/> Film provided	<input type="checkbox"/> Quark Xpress v. 3.3 - 6.5 (collect for output)
<input type="checkbox"/> Shoot Copy	<input type="checkbox"/> Adobe InDesign v. 1.5 - CS3 (collect for output)
<input type="checkbox"/> Raw text provided in MS Word for us to format and layout (we cannot output files directly)	<input type="checkbox"/> Adobe Illustrator v. 8 - CS3 save in .eps format. Include fonts or convert to outlines. Include or embed all graphics or artwork
<input type="checkbox"/> Creative Work Required - quoted on an hourly basis	<input type="checkbox"/> Adobe Photoshop v. 8 - CS3 save in .tif or .eps format. No RGB, Lab color, indexed color files, alpha channels, dcs, psd, bmp, pict, gif or any other formats. No LZW compression. Files at least 300 dpi
<input type="checkbox"/> DISK SUPPLIED WITH LASERS or COMPS make sure to include .125" bleeds include all links & fonts (printer & screen) (if not embedded or outlined) dielines or varnishes should be in separate PMS colors not used in job. No RGB files. All files should be black & white, PMS or process colors <input type="checkbox"/> PC <input type="checkbox"/> MAC	<input type="checkbox"/> Other
<input type="checkbox"/> Acrobat PDF v. 5 - 8	

Use 2nd sheet for any additional information or for instructions on uploading files to our FTP site.

#	INK COLOR									
<input type="checkbox"/> BLACK <input type="checkbox"/> PROCESS <input type="checkbox"/> PMS	<input type="checkbox"/> BLEEDS	<input type="checkbox"/> VARNISH	<input type="checkbox"/> STRIKE THRU GLOSS/DULL	<input type="checkbox"/> AQUEOUS	<input type="checkbox"/> FULL	<input type="checkbox"/> SPOT	<input type="checkbox"/> GLOSS	<input type="checkbox"/> SATIN	<input type="checkbox"/> DULL	<input type="checkbox"/> TINT
<input type="checkbox"/> BLACK <input type="checkbox"/> PROCESS <input type="checkbox"/> PMS	<input type="checkbox"/> BLEEDS	<input type="checkbox"/> VARNISH	<input type="checkbox"/> STRIKE THRU GLOSS/DULL	<input type="checkbox"/> AQUEOUS	<input type="checkbox"/> FULL	<input type="checkbox"/> SPOT	<input type="checkbox"/> GLOSS	<input type="checkbox"/> SATIN	<input type="checkbox"/> DULL	<input type="checkbox"/> TINT
<input type="checkbox"/> BLACK <input type="checkbox"/> PROCESS <input type="checkbox"/> PMS	<input type="checkbox"/> BLEEDS	<input type="checkbox"/> VARNISH	<input type="checkbox"/> STRIKE THRU GLOSS/DULL	<input type="checkbox"/> AQUEOUS	<input type="checkbox"/> FULL	<input type="checkbox"/> SPOT	<input type="checkbox"/> GLOSS	<input type="checkbox"/> SATIN	<input type="checkbox"/> DULL	<input type="checkbox"/> TINT
<input type="checkbox"/> BLACK <input type="checkbox"/> PROCESS <input type="checkbox"/> PMS	<input type="checkbox"/> BLEEDS	<input type="checkbox"/> VARNISH	<input type="checkbox"/> STRIKE THRU GLOSS/DULL	<input type="checkbox"/> AQUEOUS	<input type="checkbox"/> FULL	<input type="checkbox"/> SPOT	<input type="checkbox"/> GLOSS	<input type="checkbox"/> SATIN	<input type="checkbox"/> DULL	<input type="checkbox"/> TINT
<input type="checkbox"/> BLACK <input type="checkbox"/> PROCESS <input type="checkbox"/> PMS	<input type="checkbox"/> BLEEDS	<input type="checkbox"/> VARNISH	<input type="checkbox"/> STRIKE THRU GLOSS/DULL	<input type="checkbox"/> AQUEOUS	<input type="checkbox"/> FULL	<input type="checkbox"/> SPOT	<input type="checkbox"/> GLOSS	<input type="checkbox"/> SATIN	<input type="checkbox"/> DULL	<input type="checkbox"/> TINT
<input type="checkbox"/> BLACK <input type="checkbox"/> PROCESS <input type="checkbox"/> PMS	<input type="checkbox"/> BLEEDS	<input type="checkbox"/> VARNISH	<input type="checkbox"/> STRIKE THRU GLOSS/DULL	<input type="checkbox"/> AQUEOUS	<input type="checkbox"/> FULL	<input type="checkbox"/> SPOT	<input type="checkbox"/> GLOSS	<input type="checkbox"/> SATIN	<input type="checkbox"/> DULL	<input type="checkbox"/> TINT

OVERS/SHORTAGES
<input type="checkbox"/> MUST SHIP EXACT QTY. NO SHORTAGES OR OVERS
<input type="checkbox"/> CUSTOMER WILL ACCEPT _____ OVERS
<input type="checkbox"/> OTHER

SHIPPING INFO
<input type="checkbox"/> WAREHOUSE Invoice & Store <input type="checkbox"/> WAREHOUSE Invoice as Shipped
<input type="checkbox"/> OUR TRUCK <input type="checkbox"/> CUSTOMER PICK UP
<input type="checkbox"/> THIRD PARTY <input type="checkbox"/> OTHER <input type="checkbox"/> SEE P.O.
<input type="checkbox"/> SHIP VIA: _____
ATTN: _____
<input type="checkbox"/> SPECIAL BOX LABELING REQUIRED
<input type="checkbox"/> CHECK W/ _____ BEFORE SHIPPING
RETURN MATERIALS: <input type="checkbox"/> _____ # _____
<b>SHRINK WRAPPED SAMPLES NEEDED FOR:</b>
<input type="checkbox"/> SAMPLES TO CONTACT _____ # _____
<input type="checkbox"/> SAMPLES TO _____ # _____
<input type="checkbox"/> SAMPLES TO SALESMAN OR SAMPLE ROOM # _____
<input type="checkbox"/> SAMPLES IN TICKET # _____

FINISHING INFORMATION					
<b>FOLD</b>	<b>STITCH</b>	<b>OTHER</b>	<b>MISCELLANEOUS</b>	<input type="checkbox"/> DIE CUT APPROX. SIZE	<input type="checkbox"/> SCORE how many
LETTER FOLD <input type="checkbox"/>	SIDE STITCH <input type="checkbox"/>	COLLATE <input type="checkbox"/>	LAMINATE _____ MIL/PER SIDE <input type="checkbox"/>	<input type="checkbox"/> EMBOSS APPROX. SIZE	<input type="checkbox"/> PERFS how many
ACCORDIAN/Z-FOLD <input type="checkbox"/>	SADDLE STITCH <input type="checkbox"/>	PERFECT BINDING <input type="checkbox"/>	<input type="checkbox"/> DULL <input type="checkbox"/> GLOSS	<input type="checkbox"/> DEBOSS APPROX. SIZE	OTHER FINISHING:
TRI-PANEL FOLD <input type="checkbox"/>	1 STITCH <input type="checkbox"/>	GBC or SPIRAL _____ <input type="checkbox"/>	SAMPLE/QUANTITY ON BOXES <input type="checkbox"/>	<input type="checkbox"/> FOIL APPROX. SIZE	
GATE FOLD <input type="checkbox"/>	2 STITCH <input type="checkbox"/>	WIRE-O _____ <input type="checkbox"/>	BAND _____ /BUNDLE <input type="checkbox"/>	<input type="checkbox"/> NEW DIE	
ROLL FOLD <input type="checkbox"/>	OTHER _____ <input type="checkbox"/>	PAD IN _____ <input type="checkbox"/>	SHRINK _____ /PKG <input type="checkbox"/>	<input type="checkbox"/> EXISTING DIE	NUMBER _____ TO _____
OTHER FOLD <input type="checkbox"/>	OTHER _____ <input type="checkbox"/>	<input type="checkbox"/> W/CHIPBOARD	BOX _____ /BOX <input type="checkbox"/>	COLOR: <input type="checkbox"/> BLACK <input type="checkbox"/> RED <input type="checkbox"/> OTHER	ENVELOPE CONVERSION <input type="checkbox"/>

<b>CREDIT APPROVAL</b>
<input type="checkbox"/> ON ACCOUNT
<input type="checkbox"/> TERMS
<input type="checkbox"/> C.O.D.

**To upload FTP site you will need FTP software, such as**

Fetch  
(<http://fetchsoftworks.com>)  
for Mac users

or

Leech FTP  
(<http://cws.internet.com/file/11643.htm>)  
for PC users

**Please compress files with**

Stuffit  
(<http://www.aladdinsys.com>)  
Mac or PC

or similar product — please  
save as self-extracting

**General instructions:**

**Host:**  
ftp.labergeprinters.com

**User ID:**  
prepress@labergeprinters.com

**Password:** printing

**Folder:** To LaBerge

Please e-mail your salesperson  
AFTER all your files are posted to  
the FTP site, so they can prepare  
a workorder to download the  
files.

Lasers or fax should accompany  
files — If files are sent without  
any supporting documents such  
as a mock up or lasers, any  
additional proofs to correct any  
problems, such as type reflow,  
missing or modified images  
will be considered author's  
alterations and will be billed in  
addition to the original price  
of the job.

Please call if you need assistance  
or have questions.

**ADDITIONAL INFORMATION:**

The form has not been set up with fields  
to make an interactive PDF form,  
until finalized