

DigiLink Request for Estimate/Order Entry Sheet

Quote# _____ Budget Tight Salesperson _____ Date _____

Customer _____ # _____ Fax No. _____ Due By _____

Address _____

Phone _____ E-mail _____

Attn: _____ Quantity _____

Description _____ Add'l Options On Back

/ Text L/S: _____	/ Cover L/S: _____
No. of Pages _____	No. of Pages _____
Page Size _____	Page Size _____
Flat Size _____	Flat Size _____
Finished size _____	Finished size _____
Stock _____	Stock _____
Ink Front _____	_____ Pockets <input type="checkbox"/> Glue <input type="checkbox"/> No Glue _____ inches Deep
Back _____	Ink Front _____
Bleeds: <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Press Check	Back _____
Coverage: <input type="checkbox"/> Light <input type="checkbox"/> Heavy	Bleeds: <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Press Check
AQ: <input type="checkbox"/> Matte <input type="checkbox"/> Gloss <input type="checkbox"/> Front <input type="checkbox"/> Back	Coverage: <input type="checkbox"/> Light <input type="checkbox"/> Heavy
	AQ: <input type="checkbox"/> Matte <input type="checkbox"/> Gloss <input type="checkbox"/> Front <input type="checkbox"/> Back

Format: Mac PC **Software:** PageMaker Quark In design PDF Other _____

Add'l Prep instructions: _____

Proofs: HP 1050 HP 5542 Kodak Epson

- Final Fold _____ x _____ Describe _____ Cross Page Register
- Collate _____ Foil Stamp Area(s) _____ Size _____
- Stitch _____ Color Foil _____
- Perfect Bound _____ Emboss _____ Area(s) _____ Combo Foil & Emboss
- Score _____ Single Multi Level Sculptured Reg. To Printing
- Perf _____ Film Lam. _____ Mil Drill _____ Holes
- Die Cut _____
- Wafer Seal Paper Band Pack In Cartons Shrinkwrap Lots _____

Add'l Finishing _____

FOB Alexandria FOB _____

Job To Mail _____ Inkjet _____

DigiLink Request for Estimate/Order Entry Sheet

Start Job Quote# _____ Job As Quoted
 Changes To Quote (List Below) Proceed W/Changes Requote Before Proceeding

Ship to: _____ **Samples: Attn** _____

Bill to: _____ **Sales Samples:** _____

Schedule: Proof due at customer _____ **Proofs to:** _____
On press _____
Deliver By _____ Firm
Deliver To: Loading Dock Inside

Diagram/Additional Notes and Options