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## Request for Estimate

**Account Name** \_\_\_\_\_ **Date of request:** \_\_\_\_\_  
**Address** \_\_\_\_\_ **Project name:** \_\_\_\_\_  
\_\_\_\_\_  
**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_ **Scheduled Production Date:** \_\_\_\_\_  
**Contact person** \_\_\_\_\_  
**Email** \_\_\_\_\_

**Description:** \_\_\_ Brochure \_\_\_ Flier Collateral \_\_\_ Letterhead \_\_\_ Envelopes \_\_\_ Business Cards  
\_\_\_ Postcard \_\_\_ Newsletter \_\_\_ Booklet/Catalog \_\_\_ Pocket Folder \_\_\_ Labels  
\_\_\_ Other: \_\_\_\_\_

**Quantity:** \_\_\_\_\_

**Finished size:** \_\_\_\_\_ **# Pages:** \_\_\_\_\_  
*(Note: be sure to distinguish between number of pages vs. sheets of paper)*

**Stock(s)** (identify papers and weights):

**Ink:** \_\_\_ 1 color black \_\_\_ 1 color PMS (specify # \_\_\_\_\_) \_\_\_ 2/3 spot colors specify #s \_\_\_\_\_  
Process color: \_\_\_ 4/0 \_\_\_ 4/1 \_\_\_ 4/4  
\_\_\_ 1 side \_\_\_ 2 sides Bleeds \_\_\_ Yes \_\_\_ No

**Bindery / finishing:**

**Special instructions / requests / additional services:**

**Graphic Services needed:** \_\_\_ Design \_\_\_ Layout \_\_\_ File prep/prepress check  
\_\_\_ Proof needed (by \_\_\_ email \_\_\_ fax \_\_\_ at SPI)

**File provided by customer:** \_\_\_ PC \_\_\_ Mac Program(s): \_\_\_\_\_

**Note:** Print ready files must be provided as PDF composite for digital output, PDF composite and color seps for offset print. All fonts must be 100% subset. All files subject to review in prepress.

**Cost Estimate:**

Thank you for the opportunity to quote on your project.

SPI contact: \_\_\_\_\_ Email \_\_\_\_\_

*This estimate is based on specifications provided by the customer and the quantities and descriptions listed above. Any changes to the order, or the determination by SPI in its sole discretion that the submitted job does not match the specifications provided by the customer, may result in price adjustments. Sales tax and shipping are not included in costs listed above.*