

Estimate Request Form

Fill out all that applies and click "Submit by E-mail."

Submit by E-mail

Print Form

Customer Information

Name: _____ Department: _____
 Org: _____ E-mail: _____ Phone: _____ Fax: _____

Job Description

Description: _____
 Quantities: _____ Phone: _____ # of pages: _____ Folded Size: _____
 Flat Size: _____ Self Cover Separate Cover Special Items: _____

Prepress

CD E-mail FTP Site/File Name: _____ Other: _____ Press Check

Printing

_____ If not specified UniPrint will price the most economical method.

Paper Stock

Inside/Self Cover Weight: _____ Color: _____ Brand: _____ Coated/Uncoated: _____
 Inside/Self Cover Weight: _____ Color: _____ Brand: _____ Coated/Uncoated: _____
 Cover/Card Weight: _____ Color: _____ Brand: _____ Coated/Uncoated: _____
 Cover/Card Weight: _____ Color: _____ Brand: _____ Coated/Uncoated: _____
 Other: _____

Ink

Inside/Self Cover Inside/Self Cover
 Colors: _____ Colors: _____
 Varnish: 2 Side 1 Side Spot: _____ Varnish: 2 Side 1 Side Spot: _____
 Aqueous Coating: Dull Gloss Bleeds Aqueous Coating: Dull Gloss Bleeds

Special Items

Die Cutting Scoring Perforating Numbering Laminate Blind Embossing Foil Stamping Other: _____
Folding: (Job does not bind) 1/2 Fold Z Fold Letter Fold Other: _____
Finishing: Collated Un-Collated Pad Round Corner Tab Cut Other: _____
Binding: None Plastic Coil GBC Comp Hardcover Book Perfect Other: _____
Stapling: None Portrait Landscape Saddle Stitch Side Stitch
Cutting: Finished Size: _____
Drilling: None 3-Hole Left 2-Hole Top Other: _____

Pickup/Delivery

Pickup Delivery Special Delivery: _____

Notes:

For more information visit uniprint.osu.edu, email uniprintcustserv@osu.edu, or call 688-3450. Please retain a copy of this form for your records.



UniPrint
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