

RFE / REQUEST FOR ESTIMATE

Live Project
Spec Project

If you don't specify, spec is assumed.

| | | | | | | | |
|--|---------------------------|---|----------------------------------|--------------------|--|-----------------|--|
| Sales Rep | | Prospect ID | | Submitted | Estimate Due | Job Due | |
| Customer <input type="checkbox"/> New client | | Contact Name <input type="checkbox"/> New contact | | Phone | Fax | | |
| Address (only if going place different than in sf.com) | | | | Email | | | |
| | | | | Notes to Estimator | | | |
| | | | | | | | |
| Project Name | | Description | | | | | |
| Qtys | | Qty Notes (include instructions for overs) | | | | | |
| | | | | | | | |
| Size Flat | | Size Folded | | Size Notes | | | |
| | | | | | | | |
| # Pages Text | | # Pages Cover | | | # Pages Other: | | |
| | | | | | | | |
| Paper | basis | grade | type | % Ink | front | back | |
| | | | | % | | | |
| | | | | % | | | |
| | | | | % | | | |
| Paper Notes: | | | | Ink Notes: | | | |
| | | | | | | | |
| ↓ Prep | | specify file details | | | ↓ type proofs | | |
| | | | | | specify # of sets ↓ | | |
| | Supplied Files | | | | | Digital Color | |
| | Pickup Files | | | | | Digital Dylux | |
| | | | | | | Kodaks Required | |
| Prep Notes: | | | | | | | |
| ↓ Finishing (check all that apply) ↓ | | | | | | | |
| | Trim | | Envelope Glue | Finishing Notes: | | | |
| | Trim & Fold # folds _____ | | Stream Glue | | | | |
| | Saddlestitch | | Spot Glue | | | | |
| | Die Cut | | Remoist Glue Area: | | | | |
| | Score | | Ruboff Area: | | | | |
| | Plate Perf | | Perfect Bind | | | | |
| | Running Perf # _____ | | | | | | |
| ↓ Pack & Ship | | | ↓ FOB (city, state & zip) | | Additional Options / Comments for Estimator: | | |
| | Cartons | | | | | | |
| | Skids | | | | | | |
| | Skid Containers | Special Packing/Mailing | | | | | |
| | Shrinkwrap _____ per pack | | | | | | |
| | Paperband _____ per pack | | | | | | |