

ESTIMATE / ORDER REQUEST



Contact Info

Company _____
 Address _____
 City _____
 State _____ Zip _____
 Contact _____
 Phone _____ Ext _____
 Cell _____
 Fax _____
 Email _____

Please provide an estimate prior to production.

Contact Via Phone Cell Fax Email

8955 J STREET • OMAHA, NE 68127-1403
 402.392.0700 • FAX: 402.392.1433
 ops@digimarq.com

Specifications

Today's Date _____
 Order Status New Order Reorder
 PO# _____
 Artwork Use Artwork On-File
 New/Revised Artwork Supplied
 File Name _____
 Promo Code _____

Printing / Copying

of Originals _____ Finished Qty _____

Description _____

Printing/Copying	Front	Back
<input type="checkbox"/> Black & White Copying	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Full Color Copying	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Four-Color Printing	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Spot-Color Printing	<input type="checkbox"/>	<input type="checkbox"/>

Ink Color(s): Black Reflex Blue Red Burgundy Green

Special PMS Inks: _____

Bleeds? No Yes

Screens? No Yes

Original Size 3.5" x 2" (Business Card)
 4.25" x 5.5" 5.5" x 8.5"
 8.5" x 11" 8.5" x 14"
 11" x 17" 12" x 18"
 18" x 24" 24" x 36"
 Other _____ in. x _____ in.

Paper Stock Color _____

Paper Finish Matte Glossy
 Other _____

NCR 2-Part 3-Part 4-Part

Paper Weight 20# Bond 24# Bond
 28# Laser 60# Text
 80# Text 100# Text
 90# Index 110# Index
 65# Cover 80# Cover
 14pt Cover 16pt Cover
 Other _____

Finishing

Numbering Starting #: _____
 Location: _____
 Cutting Cut Size: _____ in. x _____ in.
 Padding Sheets per Pad: _____
 Location: _____
 Collating No Yes
 Folding Single Fold Letter Fold
 Z-Fold Special Fold
 Drilling 3-Hole 2-Hole 1-Hole
 Laminating 3 Mil 7 Mil Trim
 Stapling Location: _____
 Binding Material: Comb Coil
 Color: Black Color
 Covers: _____
 Perforating 1 Perf 2 Perfs 3 Perfs
 Scoring 1 Score 2 Scores 3 Scores

EMAIL COMPLETED FORM TO: OPS@DIGIMARQ.COM ~ OR ~ FAX TO: 402.392.1433