

YOUR INFORMATION

Company

Date

Address

Phone

City, State, Zip

Contact

PRINTING SPECIFICATIONS

Job Name

P.O.

Quote #

FINISHED QUANTITY: _____ OF # OF PAGES _____

FINISHED SIZE: _____
(Max. sheet size is 12.5" x 19" / Max image size is 12" x 18.5")

COLOR: 4/0 4/1 4/4 1/0 1/1 (4 = CMYK, 1 = BLACK)

STOCK: 12pt. C1S COVER 12pt. C2S COVER 14pt. C2S COVER

12pt. C1S GLOSS 12pt. C2S GLOSS 14pt. C1S GLOSS

80# UNCOATED COVER 100# UNCOATED COVER 14pt. C2S GLOSS

80# GLOSS TEXT 100# GLOSS TEXT 2-PART NCR

60# OFFSET TEXT 70# OFFSET TEXT 3-PART NCR

CUSTOMER SUPPLIED OTHER STOCKS (Please specify below)

Prices for jobs run on other stocks and customer supplied stocks will vary depending on stock size and weight.

SUPPLIED ELECTRONIC ARTWORK

FORMAT: MAC PC PDF

FILE NAME: _____

SOFTWARE/VERSION: _____

PROOF OR MOCK-UP REQUIRED

Please contact Trade Express to discuss any typesetting or graphic design requirements you may have for your job. Prices and lead-times will vary based on these requirements.

Press Proof Yes No

Press proof will be on same stock your job will print on.

BINDERY / FINISHING

TRIM TO FINAL SIZE RETURN SHEETS FLAT (Uncut / No cutting charge)

SCORE COLLATE SADDLESTITCH STAPLE

PERF HOLE PUNCH CORNER ROUND COMB BIND

PAD _____/pad SHRINK-WRAP _____/pkg UV COAT: One Side Two Sides

FOLD: Single Letter "Z" Gate Double Gate Gloss Satin Matte

SPECIAL INSTRUCTIONS

DELIVERY INSTRUCTIONS

- WILL CALL
 RETURN TO VENDOR
 UPS DROP SHIP TO CUSTOMER
(Indicate address below)
-
-
-

SELECT TASK

EMAIL

Please attach art and order

PRINT

Print for your copy or to fax

SAVE

to your computer