

Order  Quote

Sold To \_\_\_\_\_ ID # \_\_\_\_\_  
 Contact \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
 E-mail \_\_\_\_\_

Salesperson: \_\_\_\_\_

QUOTATION	DATE / TIME ENTERED	PRICE NEEDED BY
<input type="checkbox"/> Formal <input type="checkbox"/> Informal To _____		

**PRICING** QUOTE # \_\_\_\_\_  
 Refer to this number when ordering

QTY \_\_\_\_\_ Quoted By: \_\_\_\_\_

\_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_  
 \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_  
 \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

**SHIPPING:**  
 Approximately \_\_\_\_\_ working days after receipt of order and clarification of specifications and or Proof Approval

ORDER	DATE ENTERED	TIME	ORDER ENTERED BY	SHIP DATE
P.O. #				

**NEW OR PREVIOUS ORDER INFORMATION**

New  
 Exact reprint Prev. P.O. # \_\_\_\_\_  
 Exact reprint w/changes in qty. only Prev. HCM Job # \_\_\_\_\_  
 Reprint w/changes. As Noted

**Artwork**  HCM to Typeset\* (\*Typestyle will be Helvetica Bold, All UPPER CASE unless otherwise specified).  
 Disk Furnished  Scannable Art Supplied  Other: \_\_\_\_\_  
 Mac (List Program) \_\_\_\_\_  PC (List Program) \_\_\_\_\_

**Proof Required** TYPE OF PROOF  Laser  PDF  
 No  Yes \_\_\_\_\_  
 (Date/Time Required)  
 Proof To: \_\_\_\_\_  
 Fax # \_\_\_\_\_  E-Mail \_\_\_\_\_

Ship To \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Phone Number \_\_\_\_\_  Truck Accessible (dock)  
 Truck Inaccessible (NO dock)

**Ship Via** **Phone No. Required:** **Billing**  
 Best Way (STD) \_\_\_\_\_  
 Customer Pickup \_\_\_\_\_  
 Customers Carrier \_\_\_\_\_  
 Next Day (by 8:30 a.m.) \_\_\_\_\_  
 Next Day (by 10:30 a.m.) \_\_\_\_\_  
 Next Day (by 3:00 p.m.) \_\_\_\_\_  
 2nd Day (by 8:30 a.m.) \_\_\_\_\_  
 2nd Day (by E.O.D.) \_\_\_\_\_  
 3rd Day (by E.O.D.) \_\_\_\_\_

**Special Services** These are non-standard services not covered by our free freight agreement and need to be prepaid & added to invoice charges.  
 Delivery Appointment \_\_\_\_\_  Liftgate  
 Inside Delivery \_\_\_\_\_  Other \_\_\_\_\_

**Other Information:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Job Title** \_\_\_\_\_

**Qty.** No of Sets \_\_\_\_\_ No. of Tabs/Set \_\_\_\_\_  
 Total \_\_\_\_\_  
 No over/under add'l charge of 2-1/2% will apply  
 Allow for STD 5% over/under allowance

**Sheet Size** (Binding edge) (Binding edge) (Binding edge)

<input type="checkbox"/> I 11" x 8 1/2" (sheet size) 11" x 9" (overall size) 1/2" Tab Ext. <input type="checkbox"/> 3/8" Tab Ext. 11" x 8-7/8" overall	<input type="checkbox"/> II 8 1/2" x 11" (sheet size) 9" x 11" (overall size) 1/2" Tab Ext. <input type="checkbox"/> 3/8" Tab Ext. 8-7/8" x 11" overall	<input type="checkbox"/> III 8 1/2" x 11" (sheet size) 8 1/2" x 11 1/2" (overall size) 1/2" Tab Ext. <input type="checkbox"/> 3/8" Tab Ext. 8-1/2" x 11-3/8" overall
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**Paper**  90 # White (std)  110 # White  
 90 # Ivory (std)  110 # Ivory

**Printing** **Dealer Imprint**  3-line (Std) \_\_\_\_\_  
 No  Yes  On File (Position)  
**Body Copy**  Same, All Tabs  
 No  Front  Different, All Tabs  
 Yes  Back  Other-Explain →

**Ink Color**  Black (Std)  No Printing

**Binding edge Reinforc.**  No  Yes 9/16" (Std)

**Hole Punch**  None  2 Hole 5/16" diam. 2 3/4" C.C. (Std) 7/32 Fig.  
 3 Hole 5/16" diam. 8 1/2" C.C. (Std) 7/32 Fig.  
 5 Hole 5/16" diam. 2 3/4" & 5 1/2" C.C. (Std) Fig.  
 Holes located along the \_\_\_\_\_ " dimension.  
 (Draw holes on diagram above in Sheet Size.)

**Tab Style**

**Tab Type**  Clear Mylar  One Color Mylar \_\_\_\_\_  Assorted Mylar Colors  
 Neon  Clear Writable  No Mylar Plain Paper

**Tab Size** **Extension**  3/8" (Std.)  1/2" (Std.)  
**Shoulder Length**  1/2" (Std.)  1/4"  3/8"  
 Tabs/Bank \_\_\_\_\_ No. Banks/Set \_\_\_\_\_ CUT: 1/ \_\_\_\_\_ th  
 Tab Length: \_\_\_\_\_

**Collate**  No  Yes - In sets →  Straight (Std)  Reverse

**Wrap**  Shrink Wrap In sets  None  
 Poly Bag In sets

**Boxing**  Inner Cartons (250 Tabs per ctn std)  # Sets/Inner Ctn \_\_\_\_\_ (close to 250 Total Sheets)  
 Bulk  Other: \_\_\_\_\_

