



UNIVERSITY OF SOUTHERN MAINE

UNIVERSITY OF SOUTHERN MAINE PRINT SERVICES REQUEST FOR PRINTING ESTIMATE "TOGETHER WE'RE A WINNING TEAM!"

PRINTING SERVICES USE ONLY JOB#

Form with fields for JOB TITLE, CONTACT PERSON, DATE, SUBMITTER'S NAME, DEPT, PHONE, E-MAIL, FAX, DATE DUE, and OUR ESTIMATE.

JOB SPECIFICATIONS

Form with fields for # OF COPIES, TOTAL # OF SIDES, PAGES BACK-TO-BACK?, # OF COLOR PRINTED SIDES, # OF B+W PRINTED SIDES, CUTS?, BIND?, STAPLE?, FOLDS?, RIGHT-ANGLE?, NUMBERING?, SHRINK WRAP?, PERFORATE?, 3-HOLE PUNCHED?, IS MATERIAL COPYRIGHT PROTECTED?, BLEED?, TAB?, SCORING?, PAD?

PAPER: (SELECT ALL THAT APPLY) SIZE: 8.5x11 (LETTER), 8.5x14 (LEGAL), 11x17 (TABLOID), 12x18 (OVERSIZE); WEIGHT: 20# (TEXT), 70# (BROCHURE), 65# (COVER), 67# (INDEX CARD), USM STATIONERY; PAPER COLOR; ENVELOPES: #9, #10, BUSINESS REPLY, 7.5x10.5 CLASP, 9x12 CLASP, 10x13 CLASP, OTHER; INK COLORS: 1-5; NCR: (MIN 250 SETS) 2-PART, 3-PART, 4-PART, 5-PART

SPECIAL INSTRUCTIONS:

PROOF? Y/N WALK-IN CAMPUS MAIL FAX:

*ESTIMATES ARE GOOD FOR THIRTY DAYS FROM POSTED DATE. QUOTE SUBJECT TO CHANGE. ANY CHANGES FROM THE ORIGINAL SPECIFICATIONS WILL BE REFLECTED BY BILLING AMOUNT. ESTIMATED PROCESSING TIME FOR QUOTE WILL BE WITHIN 24 BUSINESS HOURS. IF MATERIAL IS COPYRIGHTED, PERMISSION TO REPRODUCE IS REQUIRED. CALL FOR DETAILS.

SIGNED AND AUTHORIZED BY DATE

PRINT NAME HERE

PLEASE FEEL FREE TO CONTACT US AT (207) 780-4065, 8AM-4:30PM, MONDAY THRU FRIDAY, OR STOP BY OUR OFFICES AT 501 FOREST AVE. PORTLAND

PLEASE FAX FORM TO (207) 780-5172