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QUOTE FORM

Date: _____

Quote prepared for: _____

Contact person: _____

Phone: _____ Fax: _____

Email: _____

Job description: _____

Quantity: _____ # of pages: _____

1-sided

2-sided

Finish document size: _____

flat

folded

Do you want a bleed?

(A bleed is any portion of the image which extends to the edge of the paper.)

yes

no

Ink Color: _____

full color

black

Paper stock:

text weight

card stock

gloss

_____ *white only*

matte

_____ *white or cream*

fiber

_____ *color*

linen

_____ *white or cream*

pastels

_____ *color*

brights

_____ *color*

Bindery:

stapled corner

stapled spine

hole punched

folded

numbering

padding

perfing

scored

comb binding

spiral binding

Mounting:

foam core

poster board

Design:

customer provided

Kopy Korner to design

Additional information:

PLEASE CHOOSE
ONLY ONE.



Thank you for your business!