

Manual Quotes and Orders | countyprint@pur.sbcounty.gov

☐ Black Ink

☐ Full Color

THIS IS A: ☐ REORDER

☐ REVISION

☐ NEW ORDER

☐ QUOTE

Name, Delivery Address		or Call for Pickup:	Quote #
Cost Center	Internal Order	WBS	
Contact Person, Phone/Ext.	Mail Code	Dept / Unit	Order Date
Item/Form No. / Title		Revision Date	No. of Pages
			No. of Copies

PRINTING INSTRUCTIONS

Required Date:

Finished Size

☐ 8½" X 11"

☐ 8½" X 14"

☐ 3" X 5"

☐ 4" X 6"

☐ 5½"X 8½"

☐ Other:

Stock

☐ Bond

☐ 100# Text Gloss

☐ Card

☐ Matte

☐ Gloss

☐ Env:

Paper Color

☐ White

☐ Astrobrite:

☐ Blue

☐ Canary

☐ Cherry

☐ Goldenrod

☐ Gray

☐ Green

☐ Ivory

☐ Orchid

☐ Pink

☐ Salmon

☐ Match attached sample

Print

☐ One Sided

☐ Two Sided

☐ Head-to-Head

☐ Tumbled

☐ Banner (size):

☐ Vinyl

☐ Paper

☐ Grommets

☐ Poster (size):

☐ Mount

☐ Laminate

Graphics

☐ Print Ready (no graphics needed)

☐ Disk/USB Drive

☐ File transmitted to:

Finishing

☐ Collate

☐ Staple

☐ 3 Hole Punch

☐ 2 Hole Punch

☐ Top

☐ Bottom

☐ Fold

☐ 1/2

☐ 1/3

☐ 1/4

☐ Cuts:

☐ Laminate

☐ Pad (# of sheets):

☐ Wrap (pkgs of):

☐ Perfect Bind

☐ Spiral Bind:

<input type="checkbox"/> NCR:	<input type="checkbox"/> 2-part (white, canary)	<input type="checkbox"/> 4-part (white, canary, pink, goldenrod)	<input type="checkbox"/> Other (per sample)
	<input type="checkbox"/> 2-part (white, pink)	<input type="checkbox"/> 5-part (white, green, canary, pink, goldenrod)	<input type="checkbox"/> CFB
	<input type="checkbox"/> 3-part (white, canary, pink)	<input type="checkbox"/> 6-part (white, blue, green, canary, pink, goldenrod)	<input type="checkbox"/> CF/CB

Additional information:

SUPPLIED ART HAS BEEN VERIFIED TO MEET CAO BRANDING GUIDELINES

☐ PRINTED PROOF REQUIRED PRIOR TO PRINTING

I hereby certify on my own personal knowledge that the articles or services requested heron are contained in the budget and are necessary for use by the department.

Authorized Signature	Print or Type Name	Date
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FOR PRINTING SERVICES USE ONLY	Approved by Printing Manager	Date
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