

- Printing Request    Quote Request  
 I would like to be set up for the Overnights System

### CUSTOMER DETAILS:

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Position \_\_\_\_\_

### DELIVERY DETAILS:

Address: \_\_\_\_\_  
\_\_\_\_\_

### CONTACT DETAILS:

Work Phone \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

### JOB DESCRIPTION:

Quantity: \_\_\_\_\_ Product: \_\_\_\_\_  Single Sided    Double Sided  
Ink Colour:  Black    PMS \_\_\_\_\_  PMS \_\_\_\_\_  PMS \_\_\_\_\_  process  
Finished Size:  A4 (210x297)    A5 (210x148mm)    A3 (420x297)    Other: \_\_\_\_\_  
 Business Cards: (Standard 90x55mm)    Other: \_\_\_\_\_  
 Envelopes (Standard 110x220)    Other  
Stock:    Paper    Card   Colour: \_\_\_\_\_ GSM: \_\_\_\_\_  
Finishing:    Folded   Folded Size: \_\_\_\_\_

### PRODUCTION:

Artwork:    Artwork Required    Do you have a rough Draft?  
Artwork Supplied:    Emailed    Disk/File    I have a colour proof?  
 PC    Mac   Programs Used: \_\_\_\_\_

### FOR DOCKET BOOKS:

Invoice/Quotation/Receipt etc  
No. Parts per set: \_\_\_\_\_ Paper Colour available: White, Blue, Green, Yellow, Pink  
Paper Colour: Top Copy \_\_\_\_\_ 2nd Copy \_\_\_\_\_ 3rd Copy \_\_\_\_\_ 4th Copy \_\_\_\_\_  
 Numbering   Starting Number: \_\_\_\_\_  Binding    LHS    Top  
 Perforating   Which Copies? \_\_\_\_\_  Padding    LHS    Top  
 Drilling   No. of holes: \_\_\_\_\_  
Any other specific requirements: \_\_\_\_\_

### PAYMENT DETAILS:

Please choose your preferred payment method  
 Direct Deposit    Cheque    Cash    Credit Card  
To protect your privacy and ensure security of payment we will contact you to arrange details.

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