



**CROWN PRESS, inc.**

*"from Design through Distribution"*

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

**NEW CLIENT!**

Fax Quote

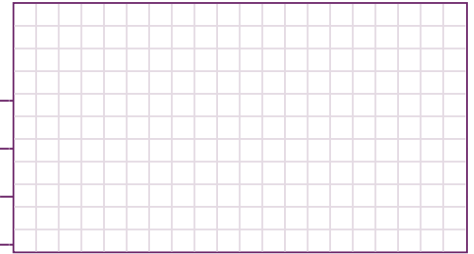
PDF Quote to:  Sales  Client

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**JOB DESCRIPTION** Qty. to Quote: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
**Notes:** \_\_\_\_\_  
\_\_\_\_\_



**JOB SPECIFICATIONS**

**Cover:** Paper: \_\_\_\_\_

**Text:** Paper: \_\_\_\_\_

Size: Flat: \_\_\_\_\_ Folded: \_\_\_\_\_

Size: Flat: \_\_\_\_\_ Folded: \_\_\_\_\_







Colors:  4/4  4/ \_\_\_\_\_  \_\_\_\_\_ / \_\_\_\_\_

Colors:  4/4  4/ \_\_\_\_\_  \_\_\_\_\_ / \_\_\_\_\_

Bleeds: Y / N

Bleeds: Y / N

**FINISHING**

Fold:  Half   Half - Half   Half Letter   Accordion   Roll   
 Letter, Trifold   Other: \_\_\_\_\_  Pocket Folder: # \_\_\_\_\_ . \_\_\_\_\_" Pockets  
 BC Slits:  L /  R  Both

**Bindery:**

Perf \_\_\_\_\_ # of Perf Rules  Score \_\_\_\_\_ # of Score Rules  
 Glue \_\_\_\_\_  \_\_\_\_\_ Side  
 Saddle Stitch \_\_\_\_\_ No. Stitches \_\_\_\_\_  Drill # of Holes \_\_\_\_\_ Size \_\_\_\_\_

**ARTWORK**

Create  Provided:  Disk:  Mac  PC  PDF  Raw Files  
 ftp upload *Filename:* \_\_\_\_\_

*Notes:* \_\_\_\_\_

**PROOFS**

Copier  Epson  **Press Check**

Send via:  Fax  E-mail to:  Client ( CC: Salesperson & CSR )  Salesperson  CSR

Salesperson will deliver proof  Deliver to Address above

Pickup  Delivery

Deliver to: \_\_\_\_\_

Attn: \_\_\_\_\_