



Quote needed
(check box if submitting
this form for a quote)

Phone: 607-255-2524
Fax: 607-255-4319
E-mail: digital@cornell.edu
Web: bigredprint.cornell.edu

Due Date: _____ JOB #: _____

Revised Due Date: _____ Received Date: _____

Production Notes: _____

CUSTOMER INFORMATION (* required fields):

* Contact: _____

* Department: _____

* Email: _____

* Phone: _____

* Contact Address: _____

* Shipping Address (if different): _____

* Type of Account (please choose one)

- Department Account (enter below) Invoice
- Purchasing Card (please call) Pay at Pickup
- Credit Card (please call)

* Account Number: _____

PRINTING DETAILS:

Ink Color: Black & White Color
 Color Cover with Black Text

Number of Pages: _____

Sides Printed: Simplex (1-sided) Duplex (2-sided)

Collate: Yes No

Flat Size: 4" x 6" 6" x 9" 12" x 18"
 4.25" x 5.5" 8.5" x 11" 13" x 19"
 5.5" x 8.5" 8.5" x 14" Other: _____
 5" x 7" 11" x 17" _____

Folded Size (if needed): _____

Paper: Text Weights: Cover Weights:

- 20/50# text 80# uncoated
- 24/60# text 100# uncoated
- 28/70# text 80# coated cover
- 32/80# text 100# coated cover
- 40/100# text 10pt coated one-side cover
- 80# coated text 12pt coated one-side cover
- 100# coated text

Other Paper not listed: _____

Paper Color (if other than white): _____

JOB DESCRIPTION:

Job Name: _____

Quantity: _____

Proof Required: YES NO

Proof Out: _____ Proof In: _____

Revised File—Need New Proof

Rev Out: _____ Rev In: _____

OK to Print OK to Print with Revised File

Special Instructions: _____

OFFICE USE ONLY		
Run Size: _____	#up: _____	Sheets: _____

BINDERY DETAILS:

Binding: None

- Staple (Top Left Corner)
- Staple (Two On Left side)
- Saddle Stitch (Fold/Staple)
- Coil/Spiral (Plastic) __MM
- Tape
- Perfect bind (Soft Cover)

Folding: Half Fold Tri Fold
 Z Fold Self Mailer
 Half Fold & Half Fold Again
Text: Head In Head Out

Other: Score Perf
 3-hole punch
 Laminate Shrink Wrap

Special Instructions: _____

LARGE FORMAT

- Print on Gloss
- Print on Matte
- Print on Vinyl
- Mount on Foam Core
- Mount on CoruPlast
- Laminate
- Insert Grommets

OFFICE USE ONLY	
Printing: _____	
CT/Proofs: _____	
Bindery: _____	
Other: _____	TOTAL: _____