

**Low Printing / Elliot Jenkins Inc.**

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**Quote Request / Order Form**

\*Call for more information about specialty services

\*Please print or fill out this form in a simple text editor and e-mail or fax it back to us and we will process your request as soon as possible. Please feel free to call or e-mail us if you have any additional questions.

Contact Name  Date  Company

Phone #  Fax#  Email

Job Name/number  Due Date

# of original materials (electronic files, negatives, ect.)  # of sheets/copy

Quantity  Paper Size  Finish Size  Press Size

Stock

- 1sided
- back to back
- black ink
- bleeds
- screens
- 4 color process

PMS colors

Software

**Bindery**

- Collate
- Staple
- Saddle Stitch
- Fold
- Pad
- Drill
- Spiral Bind
- Shrinkwrap
- Die Cut
- Other

Fold Size

Pad Side

#of holes

Shrink in

Details & Instructions