

# Requesting a Quote from ABC Printing

Here are the things we need to know from you in order to supply you with an accurate quote. Please give as much detail as possible.

1. Your name, and if applicable, the name of the Company or Organization.
2. Your contact information including phone, fax and email address.
3. A full description of the job, or the items that make up the project.
4. Finished sizes of each item.
5. In the case of booklets, books etc., be very specific. Example: “the booklet will have 40 printed and numbered page sides. That will be ten sheets folded in half, each sheet comprising 4 pages.”
6. Quantity that you want quoted. Please be specific and realistic.
7. Type of paper. Please do not guess at paper weights. If you are not sure, describe it verbally. Example: “a card stock, similar to a good quality business card..”
8. We need to know the ink colours, and where they will be: Example: “the booklet will have a full colour outside cover, and all the insides will be black ink only except the centre spread which will be black plus red.”
9. Printed one side, or two. Are there bleeds?
10. Finishing details: folding, stapling, bundling, numbering, padding, hole-punching, die-cutting, coiling, laminating etc.
11. What are you supplying for us to work from? It could be anything from rough sketches to finished and formatted print-ready digital files. Give as much detail about this as you can.

It is very important that we be able to contact you for any details that may be missing, so that we can provide you with the most accurate estimate possible. We reserve the right to alter our quotation if the specifications on the actual job do not match what we have quoted.

At any time, feel welcome to call for clarification at (250) 338-6364.