

Guide for Request for Estimate *or* Request for Print

Please date your request where indicated.

Please check the box for requesting an estimate or requesting an order.

Please indicate your required delivery date.

If this you are placing an order, please indicate purchase order number.

If this order is being placed under a special promotion, please indicate promo code.

Please fill out the shipping information entirely.

Please fill out the billing information entirely.

For reference, please let us know the name of your print project.

Please check appropriate box as to whether or not you are providing a sample.

Flat size is the unfolded size.

Finish size is the final size of the piece after if folds.

Number of originals is the number of images to copy, i.e., one page is front and back which is two originals. If your project has a cover, please count the number of originals and indicate + cover which is 4 additional originals.

Quantities:

If you are requesting a quote, we can provide you with 3 quantities on one quote.

If you are placing an order, you would provide one quantity.

If we are to typeset anything, please let us know the number of pages you would like for us to typeset.

Please let us know how you will be providing the job; electronically or hard copy. If you are supplying the job electronically, let us know what type of file.

Please let us know if you would like for us to typeset a cost statement on the job.

Please let us know if you would like a proof. (We recommend proofs.)

Please let us know if the ink touches the edge of the paper. This is known as a bleed. If it touches all four sides, it is a full bleed.

Please let us know if you need fade resistant inks (outdoor usage).

Please define your job as to whether it is a single sheet, multiple sheets, a booklet with or without a cover, carbonless forms, envelopes, banner or poster

Inks are listed across the top of several columns, which lets us know whether you are printing black, full color, or pantone ink colors. Only fill in blanks under the type of ink you are using.

Please select your paper choice using our paper sample book. If you need one, please let us know.

If your project is carbonless forms, please let us know the specifics. Also be sure to let us know if your forms are to be numbered and if so, red or black ink.

Please let us know if there are tabs and how many. Mylar is the plastic that covers tabs used for protection in extended handling and long usage.

CD/DVD Duplication-Please let us know the quantity and whether you want paper labels or thermal labels and if you want color or black only. Thermal means it is printed directly on the CD/DVD. Please let us know your CD/DVD packaging preference.

If your job is to be bound, please let us know the type of bindery you need.

If your job will go into a notebook, please let us know how many holes to drill

In the special shipping/delivery instructions, please tell us anything you would like for us to know that we may not have asked about.

There are several ways to send this form to us.

1. Call our print customer service department 919-716-3600 and get an appropriate email address directly to a print customer service representative.
2. Send electronically to info@correctionenterprises.com
3. Send a fax to our print customer service department at 919-716-3975
4. Print and mail to: Print Customer Service, 2020 Yonkers Road, MSC 4240, Raleigh, NC 27699

We look forward to helping you with all of your print needs.

Thank you!