



1820 Spring Road
 Smyrna, GA 30080
 770.434.3058 Phone
 770.436.6486 Fax
 www.InkOneCommunications.com

Quote Request

DATE SUBMITTED: _____

DATE NEEDED BY: _____

Contact Information

NAME		COMPANY			
ADDRESS					
CITY	STATE	ZIP	PHONE		
EMAIL			FAX		

Printing Requirements

	ITEM DESCRIPTION	QUANTITY	COLORS	# OF PAGES	# OF SIDES PRINTED	FLAT SIZE	PAPER PREFERENCE
A						X	
B						X	
C						X	
D						X	
E						X	

Bindery Requirements

	ITEM	Fold finished size	Pad	Staple	Books	Holes	Collate	Lam-inate	Shrink wrap	Die Cut	Number	Perforate	Tabs	Other	Other	Other
A		X														
B		X														
C		X														
D		X														
E		X														

Special Requirements

	ITEM
A	
B	
C	
D	
E	

NOTES