

NAME: _____ COMPANY NAME: _____

PHONE #: _____ FAX #: _____

EMAIL TO SEND QUOTE: _____

QUANTITY: _____

- | | |
|---|--|
| <input type="checkbox"/> Letterhead | <input type="checkbox"/> Direct Mailer |
| <input type="checkbox"/> Envelopes | <input type="checkbox"/> Invitations |
| <input type="checkbox"/> Business Cards | <input type="checkbox"/> Self-Inking or Hand Stamps |
| <input type="checkbox"/> Business Form | <input type="checkbox"/> Newsletter / Booklet / Catalog / Annual Report
(standard 8.5" x 11" when folded) |
| <input type="checkbox"/> Flyer | Circle: 4pg. 8pg. 12pg. 16pg. 20pg. |
| <input type="checkbox"/> Postcard | Other # of pgs. _____ (increments of 4) |
| <input type="checkbox"/> Sell Sheet | <input type="checkbox"/> Newsletter / Booklet / Catalog
(half size 5.5" x 8.5" when folded) |
| <input type="checkbox"/> Brochure | Circle: 4pg. 8pg. 12pg. 16pg. 20pg. |
| <input type="checkbox"/> Standard 8 1/2 x 11
(Circle) TRIFOLD HALF-FOLD | Other # of pgs. _____ (increments of 4) |
| <input type="checkbox"/> Legal 8 1/2 x 14
(Circle) TRIFOLD DBL PARALLEL GATEFOLD | |

OTHER _____

FINISHED FLAT SIZE: _____ FINISHED FOLDED SIZE: _____

PRINTS: 1 side 2 sides

INK COLORS: _____
(how many ink colors on each side, and what are they.... BLACK is a color)

WEIGHT / TYPE OF PAPER: (text weight, cover weight, glossy, matte finish, brand names if you know them, etc.) _____

COLOR OF PAPER: (bright white, ivory, light blue, pink, bright yellow, etc.) _____

BINDERY REQUIRED: (cutting, scoring, folding, collating, numbering, etc.) _____

MY FILE: will be given/sent electronically is camera-ready hard copy will need to be designed by Colonial

MY FILE FORMAT IS: PDF InDesign Photoshop Illustrator Publisher Word

*If you provide a file to us, pdf is preferred. Please embed all fonts and graphics.
If you send us a native file, please COLLECT/PACKAGE all fonts and links.
If you need to upload large files to our ftp site, here is the information you'll need:
url: 173.166.10.85 user: cpftp password: cpuser*