

Request a Printing Quote



1554 McKaig Ave., Bldg. B,
Troy, Ohio 45373
Tel: 937-335-2862
Fax: 937-335-5758
email: foreverdesign@woh.rr.com
www.foreverdesign.com

Date: _____

BILLING:

Company: _____
Attn: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____

SHIPPING/DELIVERY: (If different than billing address)

Company: _____
Attn: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____

We accept: Cash, Check, Visa, MasterCard, or American Express

PRESS PRINTING* (if possible fax or email an example)

Name of Project: _____
Qty: _____ Sets/Books: Pages per unit _____
Hard Copy Provided _____ Designing Needed _____
Electronic File: PC ___ MAC ___ File Format: _____
1st side ___ 1-Color ___ 2-Color ___
2nd side ___ 1-Color ___ 2-Color ___
Paper Color/Weight: _____
Size: 8-1/2x11 ___ 8-1/2x14 ___ 11x17 ___ Envelope _____
Other: _____

BINDERY / FINISHING

Folding: Half ___ Tri-fold (letter) ___ Both ___
Laminating: 3mm ___ 5mm ___ 10mm ___
Collating ___ Padding ___ sheets per pad _____
Hole Punch: 1 Hole ___ 2 Hole ___ 3 Hole ___
Stapling: Corner (1) ___ Top (2) ___ Book (saddle stitching) ___
Trimming ___ Printing to edges of paper (bleed) _____
GBC Binding ___ Spiral Binding ___ Case Binding _____
Special Instructions/Questions: _____

* Standard ink colors included. PMS colors extra charge. Glossy paper not available.

FOR OFFICE USE ONLY:

Pricing: _____

Lead Time: _____

LASER COLOR COPIES / FULL COLOR PRINTING*

Name of Project: _____
Qty: _____ Sets/Books: Pages per unit _____
Hard Copy Provided _____ Designing Needed _____
Electronic File: PC ___ MAC ___ File Format: _____
1st side ___ Black & White ___ Full Color: _____
2nd side ___ Black & White ___ Full Color: _____
Paper Color/Weight: _____
Size: 8-1/2x11 ___ 8-1/2x14 ___ 11x17 ___ Envelope _____
Other: _____

BINDERY / FINISHING

Folding: Half ___ Tri-fold (letter) ___ Both ___
Laminating: 3mm ___ 5mm ___ 10mm ___
Collating ___ Padding ___ sheets per pad _____
Hole Punch: 1 Hole ___ 2 Hole ___ 3 Hole ___
Stapling: Corner (1) ___ Top (2) ___ Book (saddle stitching) ___
Trimming ___ Printing to edges of paper (bleed) _____
GBC Binding ___ Spiral Binding ___ Case Binding _____
Special Instructions/Questions: _____

* Printed using digital equipment. Glossy and Heavy Weight Paper Available.

FOR OFFICE USE ONLY:

Pricing: _____

Lead Time: _____