

# REQUEST FOR QUOTATION

Please mail, fax, e-mail, or call in your request.

## ■ CONTACT INFORMATION

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Website: \_\_\_\_\_  
Where did you hear about us? \_\_\_\_\_

## ■ BASIC SPECIFICATIONS

Book Title: \_\_\_\_\_  
No. of Pages: \_\_\_\_\_ (must be divisible by 16)  
Binding:  Perfect binding  OPENBAK Eurobind  Loose leaf  
Trim Size:  8.5 x 11  7 x 10  7.5 x 9  6 x 9  5.5 x 8.5  Special Trim: \_\_\_\_\_  
Quantity:  250  500  750  1000  2000  2500  3000  5000  10,000  25,000  50,000  
 Other: \_\_\_\_\_  Other: \_\_\_\_\_  Other: \_\_\_\_\_  Other: \_\_\_\_\_

## ■ TEXT

Paper:  50# White Offset  60# White Offset  55# Natural Offset (6 x 9 or smaller trims only)  
Text Bleeds:  Yes  No  
Format:  Digital Files  Camera Ready  Customer Furnished Film  Reprint – Film stored at Whitehall

## ■ COVER

Paper:  10 pt, coated one side  12 pt, coated one side  10 pt, coated two sides  65# smooth uncoated  
Lay Flat Lamination:  Gloss  Matte  None  
Outside Cover:  1-color  2-color  3-color  4-color process  5 or 6 color  Metallic ink  
Inside Cover:  1-color  2-color  3-color  4-color process  5 or 6 color  Metallic ink  
Bar code to be created by Whitehall:  Yes  No  
Format:  Digital Files  Camera Ready  Customer Furnished Film  Reprint – Film stored at Whitehall

## ■ ADDITIONAL SERVICES

Halftone scans to be created by Whitehall: Number of scans \_\_\_\_\_  
 Color separations/scans to be created by Whitehall: Number of scans \_\_\_\_\_  
Inserts:  Page inserts provided by customer  Page inserts to be printed by Whitehall  CD/Disk inserts  
Drilling:  3 holes or less  4 holes or more  
 Shrink wrapping: Number of books per bundle \_\_\_\_\_  
 Perforation

## ■ SHIPPING

Shipping is FOB Naples, Florida. Please specify shipping destination.

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**whitehall**  
printing company

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