

# PRINTING SERVICES ESTIMATE

Barnett Hall 1214 | 660.785.4162 | [trumanprintingservices@gmail.com](mailto:trumanprintingservices@gmail.com)

Estimate ONLY \$ \_\_\_\_\_

Contact Name: \_\_\_\_\_ Designer (if different): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Department/Organization: \_\_\_\_\_

Description of Job/Event: \_\_\_\_\_

**Type of Project & Quantity?**

<input type="checkbox"/> Poster(s)	<input type="checkbox"/> Large Format Banner/Poster (see below)
<input type="checkbox"/> Print(s)	<input type="checkbox"/> Flyer(s)/Brochure(s)
<input type="checkbox"/> Business Cards	<input type="checkbox"/> Stickers
	<input type="checkbox"/> Other: _____

**What size of Paper or Print?**

<input type="checkbox"/> 8.5x11	<input type="checkbox"/> 12x18
<input type="checkbox"/> 8.5x14	<input type="checkbox"/> 13x19
<input type="checkbox"/> 11x17	<input type="checkbox"/> Other: _____
<input type="checkbox"/> 24" Large Format Banner/Poster	
<input type="checkbox"/> 44" Large Format Banner/Poster	

**Type of Paper?**  TEXT (copy paper weight)  COVER (cardstock weight)  Coated/Glossy  Uncoated

**Printing Information:**  Front only **Ink Color:**  Black&White  Trim/Cut:  Trim to Bleed (design runs off page)  
 Front & Back  Color  White Border, No Trim  
 Multiples-Up

**Other Finishing Services:**

<input type="checkbox"/> Binding: If yes, how? <input type="checkbox"/> Spiral Binding <input type="checkbox"/> 3-Hole Punch (Brass Fasteners) <input type="checkbox"/> 2-Hole Punch <input type="checkbox"/> Other: _____
<input type="checkbox"/> Laminate: If yes, how? <input type="checkbox"/> Trimmed <b>OR</b> <input type="checkbox"/> Self-Trim
<input type="checkbox"/> Fold: If yes, what type of fold? <input type="checkbox"/> Half <input type="checkbox"/> Accordion <input type="checkbox"/> In Fourth <input type="checkbox"/> Letter/Tri-fold
<input type="checkbox"/> Collate & Staple: If yes, how? <input type="checkbox"/> Bookstyle <input type="checkbox"/> Saddlestitch <input type="checkbox"/> L-hand Corner

**If known- Please provide information below:**

<b>Paper Weight?</b> <input type="checkbox"/> 20# <input type="checkbox"/> 80#	<b>What Color of paper?</b> <input type="checkbox"/> White: _____
<input type="checkbox"/> 60# <input type="checkbox"/> 100#	<input type="checkbox"/> Cream: _____
<input type="checkbox"/> 65# <input type="checkbox"/> 110#	<input type="checkbox"/> *Astrobright: _____
<input type="checkbox"/> 67# <input type="checkbox"/> 10pt	<input type="checkbox"/> *Pastel: _____
<input type="checkbox"/> 70# <input type="checkbox"/> 12pt	<input type="checkbox"/> Other: _____

(\*See Paper Products on our Webpage <https://printing.truman.edu/products> for pastel & astrobright colors)

**Special Notes/Instructions:** \_\_\_\_\_

**Please note that an estimate is ONLY an estimate and the cost could change once the job is in our office for reasons beyond our control. Thank you, Cathy x4162**

**Submit digitally with a PDF to [trumanprintingservices@gmail.com](mailto:trumanprintingservices@gmail.com) OR bring form by our office. THANK YOU!!**