

PRINTING SERVICES ESTIMATE

Barnett Hall 1214 | 660.785.4162 | trumanprintingservices@gmail.com

Estimate ONLY \$ _____

Contact Name: _____ Designer (if different): _____

Phone: _____ Email: _____

Department/Organization: _____

Description of Job/Event: _____

Type of Project & Quantity?

_____ Poster(s) _____ Large Format Banner/Poster (see below)
_____ Print(s) _____ Flyer(s)/Brochure(s)
_____ Business Cards _____ Stickers
_____ Other: _____

What size of Paper or Print?

_____ 8.5x11 _____ 12x18
_____ 8.5x14 _____ 13x19
_____ 11x17 _____ Other: _____
_____ 24" Large Format Banner/Poster
_____ 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:

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

If known- Please provide information below:

Paper Weight?

_____ 20# _____ 80#
_____ 60# _____ 100#
_____ 65# _____ 110#
_____ 67# _____ 10pt
_____ 70# _____ 12pt

What Color of paper?

_____ White: _____
_____ Cream: _____
_____ *Astrobright: _____
_____ *Pastel: _____
_____ 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 OR bring form by our office. THANK YOU!!