

# RICHMOND

PRINTING SERVICE

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## R E Q U E S T F O R Q U O T E

DATE: \_\_\_\_\_

CUSTOMER NAME: \_\_\_\_\_ COMPANY: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

QUANTITY: \_\_\_\_\_ SIZE: \_\_\_\_\_  1-SIDED  
 2-SIDED BLEEDS: \_\_\_\_\_

STOCK: \_\_\_\_\_  TEXT  COATED  
 COVER  UNCOATED PROOFS: \_\_\_\_\_

INKS: \_\_\_\_\_ BINDERY: \_\_\_\_\_  FOLDS TO  COLLATE  NUMBER  DRILL  
 STAPLE  SCORE  OTHER

OTHER INFORMATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CUSTOMER PROVIDES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOTAL COST: \_\_\_\_\_