



The University of Georgia

Duplicating Services Instructions For Job Quote Form

The job quote form must be prepared by the requesting department.

This form should be completed according to the following instructions.

- **Date Submitted** -- Enter date for quote request.
- **Contact Name** -- Name of person requesting quote.
- **Phone** -- Phone number of person requesting quote.
- **Fax Number** -- Fax number for person requesting quote.
- **Department** -- Name of department requesting quote.
- **Contact's email address** -- Email address for person requesting quote.
- **Project Name** -- Name of job.
- **Project Due Date** -- Enter due date for delivery job.
- **Quantities you want quoted** -- Enter quantities you want separated by a comma (i.e. 250, 500, 1000)
- **What category best describes this item** -- Check what best fits your job category. (i.e. brochure, flyer, form, invitation, newsletter, booklet or other)
- **Printed one or two sides** -- One side - print on only one side, Two sides - print on both sides, Both one and two side printing - Document contains a mixture of one side and two side printing.
- **Number of pages** -- Indicate number of pages for one sided and two sided.
- **Will your project be printed black/white (BW) or color** -- Indicate black, white color or both black/white and color.
- **How many pages in color** -- Enter number of pages in color.
- **Total number of pages in project** -- Enter total number of pages of your project.
- **Paper Size** -- Indicate paper size of job (i.e. 8 1/2" x 11, 8 1/2" x 14, 11 x 17, or other).
- **Type of paper and color** -- Check all types that apply to project. (i.e. 20#, 60#, card stock, or other)
- **Binding Requirements** -- Check all that apply to your job.
- **Briefly describe your job** -- Briefly describe your job and add special instructions.

The job request quote is valid for 30 days. If the intricacies of the job change, the price is subject to change accordingly. Check if quote is needed for longer than 60 days. You may click on the print and submit button at the bottom to submit your request or quote electronically.



The University of Georgia

Duplicating Services Request For Quote

Phone: (706) 542-4440 Fax: (706) 542-7024 email: centdup@uga.edu

Date: _____ Contact Name: _____
 Phone: _____ Fax Number: _____
 Department: _____ Contact's email address: _____
 Project Name: _____ Project Due Date: _____

Quantities you want quoted, separate by comma: (i.e. 250, 500, 1000) _____

What category best describes this item? Brochure Flyer Form Invitation
 Newsletter/Booklet Other _____

Printed one or two sides? One Side Two Sides Both-one and two side printing

Number of pages with one side print _____ Number of pages with two side print _____

Will your project be printed black/white (BW) or color? BW Color Both BW and Color

How many pages in color? _____ Total number of pages in project _____

Paper Size: 8 1/2 x 11 8 1/2 x 14 11 x 17 Other _____

Type of Paper (check all that apply) 20# - color of paper _____

Card Stock - color _____ 60# - color of paper _____

Other _____

Binding Requirements: Pads _____ Sheets Per Pad Spiral Binding Coil Binding

Tape Binding Perfect Binding Collate Fold _____ No of Folds

Binders _____ Size of Binders Scoring Numbering

_____ No of Holes Drilled Location of Holes _____

Other _____ **Stapling:** Left Corner Side Saddle

Briefly describe your job: _____

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