Customer Name:_____

Project Title/Description:_____

Date Ordered:_____

Contact Info: _____

PROGRAMS, BROCHURES, PRINTS, & FLYERS	8.5x11 (PER SIDE)	11X17 (PER SIDE)	12X18 (PER SIDE)	QUANTITY (DOUBLE SIDED?)	COST
Plain Paper (B&W)	$0.15	$0.35	$0.45		
Plain Paper (Color)	$0.30	$0.50	$0.60		
Card Stock (B&W)	$0.40	$0.60	n/a		
Card Stock (Color)	$0.55	$0.75	n/a		
Lamination	$2.00	$3.00	$3.50		

Total Cost:_____

POSTERS	16X20	18X24	22X28	24X36	36X36	36X48	QUANTITY	COST
Heavyweight Coated	$17	$20	$22	$25	$30	$40		
Canvas	$27	$30	$32	$35	$40	$50		
Vinyl Sticker	$22	$25	$27	$30	$35	$45		
Lamination	$5	$6	$9	$12	$15	$18		
Foam Board Mounting	$7	$9	$11	$13	$15 **Max Size = 32x40**			

36” is the max width. Canvas and Vinyl max length 48”.
Additional feet can added to Heavywieght Coated paper for **$10 per foot**.
Posters cannot be double sided!

Total Cost:_____

Folding/Cutting: _____
(1-250 = $8 | 251-500 = $13 | Additional $8 per 250)

Custom Graphic Design: _____
($55/hour | 2 revisions per job, minimum 1 hour)

Editing/Manipulating Documents: _____
($15/half hour | $30/hour)

Tickets/Business Cards Templates: _____
(50 = $20 | 100 = $35)

Grommets: _____ ($1 each)

Spiral Binding: _____ ($4 each)

Plastic Comb Binding: _____ ($3 each)

Instructions/Notes:

Turnaround time is a minumum of 3 business days from final approval date.
Note bigger orders require more time to complete!

Rush: _____ (24 hours or less = 40% of the total cost | Under 3 Days = 20% of the total cost)

Date Requested By:_____ Grand Total:_____

By signing, I agree with my quote and agree that final prices may vary due to edits/changes/fees:_____
Customer Signature

☐Approved via email/in-person ☐Complete ☐Picked Up ☐Paid