

# benchmark

printing, inc.

1890 Maxon Rd, Schenectady, New York 12308  
 Telephone: (518) 393-1361 FAX: (518) 372-1336

Need estimate  
 Job order

Date:
Quote due:
Salesperson:

New job  
 Direct reprint  
 Reprint with changes

Job Estimate # \_\_\_\_\_ Job Order # \_\_\_\_\_ Previous Job #: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_ Fax: \_\_\_\_\_  
 \_\_\_\_\_ P.O. #: \_\_\_\_\_  
 Contacts: \_\_\_\_\_ email: \_\_\_\_\_  
 \_\_\_\_\_

**Specifications:**

Job Title: \_\_\_\_\_

Open Size: \_\_\_\_\_ Finished/Page Size: \_\_\_\_\_

Pages: \_\_\_\_\_

Stock: Cover: \_\_\_\_\_  
 Text: \_\_\_\_\_

Ink: Cover: \_\_\_\_\_ Bleeds: \_\_\_\_\_  
 \_\_\_\_\_ Bleeds: \_\_\_\_\_

Artwork: \_\_\_\_\_ Disk supplied \_\_\_\_\_ MAC / PC \_\_\_\_\_ File emailed to desktop: \_\_\_\_\_  
 \_\_\_\_\_ File on ftp site \_\_\_\_\_ File Name / Folder: \_\_\_\_\_

Pre-Press: Additional Instructions: \_\_\_\_\_  
 \_\_\_\_\_

Proofs: \_\_\_\_\_ Imposition proof \_\_\_\_\_ Lasers \_\_\_\_\_ PDF proof \_\_\_\_\_ Email to: \_\_\_\_\_  
 \_\_\_\_\_ Kodak Matchprint (Inkjet proofing media) \_\_\_\_\_ Test Kodak Matchprint

Bindery: \_\_\_\_\_  
 \_\_\_\_\_

Special Instructions: \_\_\_\_\_  
 \_\_\_\_\_


Delivery Schedule: \_\_\_\_\_ Delivery Date: \_\_\_\_\_

Ship to: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_