

# ORDERS/INQUIRIES & QUOTES

evergreen  
custom printing 

63 Broad Street • Auburn, ME 04210  
207-782-0525 phone • 207-782-2327 fax  
info@evergreencustomprinting.com  
www.evergreencustomprinting.com

Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM  
PM  
P.O.#: \_\_\_\_\_  
Quote#: \_\_\_\_\_  
Customer: \_\_\_\_\_  
Contact: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
\_\_\_\_\_ Mail/Ship Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Fax: \_\_\_\_\_

ORDER DATE: \_\_\_\_\_ PROOF DATE: \_\_\_\_\_ DUE DATE: \_\_\_\_\_

RE-ORDER: # \_\_\_\_\_  NEW ORDER  RUSH \_\_\_\_\_ (CHARGE MAY APPLY)

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

QTY(S): _____	_____
FINISHED SIZE: _____	_____
INKS: _____	_____
SIDES: _____	_____
BLEEDS: _____	_____
SCREENS: _____	_____

RUNNING:  Ordinary  Good  Excellent

STOCK: Name/Type: \_\_\_\_\_  
Grade / Color: \_\_\_\_\_  
Weight: \_\_\_\_\_  
Stock Size: \_\_\_\_\_

PREPRESS: Composition: \_\_\_\_\_  
Proofing:  EMAIL  FAX \_\_\_\_\_

BINDERY: Folding: \_\_\_\_\_ Collating: \_\_\_\_\_  
Stapling: \_\_\_\_\_ Padding: \_\_\_\_\_  
Drilling: \_\_\_\_\_ Numbering: \_\_\_\_\_  
Cutting: \_\_\_\_\_ Die Cutting: \_\_\_\_\_  
Laminate \_\_\_\_\_ Perf \_\_\_\_\_  
UV Coat \_\_\_\_\_ Score \_\_\_\_\_  
Shrink Wrap \_\_\_\_\_ Box \_\_\_\_\_

SHIPPING: Pick Up \_\_\_\_\_ US Mail \_\_\_\_\_  
Delivery \_\_\_\_\_ UPS \_\_\_\_\_  
Other \_\_\_\_\_ Drop Ship: \_\_\_\_\_

NOTES: \_\_\_\_\_

\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

SubTotal: \$ \_\_\_\_\_

Discount (When Applicable): \$ \_\_\_\_\_

Sales Tax: \$ \_\_\_\_\_

Shipping: \$ \_\_\_\_\_

Total Due: \$ \_\_\_\_\_

Deposit: \$ \_\_\_\_\_

Balance Due: \$ \_\_\_\_\_