evergreen custom printing inc
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207-782-0525 • 207-782-2327 FAX
800-640-0525 (ME Only)
Email: evergren@exploremaine.com

ORDERS/INQUIRIES & QUOTES

Date:_____ Time:_____ AM PM

Customer: _____

Name: _____

Phone: _____ Mail/Ship Address: _____

Fax: _____ _____

Cell: _____ _____

Quote#: _____ P.O.# _____

ORDER DATE: _____ **PROOF DATE:** _____ **DUE DATE:** _____

RE-ORDER: # _____ **NEW ORDER:** _____

JOB DESCRIPTION: _____

_____

_____

QTY(S): _____

FINISHED SIZE: _____

INKS: _____

SIDES: _____

BLEEDS: _____

SCREENS: _____

RUNNING:
- ❑ Ordinary (Silver Master(s))
- ❑ Good (Requires Negatives)
- ❑ Excellent (Requires Negatives)

STOCK:
Name/Type: _____
Grade / Color: _____
Weight: _____
Stock Size: _____

PREPRESS:
Composition: _____
Proofing: _____

BINDERY:
Folding: _____ Collating: _____
Stapling: _____ Padding: _____
Drilling: _____ Numbering: _____
Cutting: _____ Die Cutting: _____
Score _____ Perf _____

SHIPPING:
Pick Up _____ Delivery _____
US Mail _____ UPS _____
FedEx _____ Drop Ship: _____

NOTES: _____

_____

SubTotal: $ _____

Sales Tax: $ $0.00

Shipping: $ _____

Total Due: $ _____

Deposit: $ _____

Balance Due: $ _____