

# QUOTE REQUEST FORM



Please fill in the details below, and return via fax 02 6541 1369  
or email mbkadmin@huntervalleyprinting.com.au  
or phone for further enquiries on 02 6541 1358

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

Email: \_\_\_\_\_

Preferred method of contact :  Phone  Email  Fax

Job Title / Description: \_\_\_\_\_

Client Reference Number: \_\_\_\_\_

Quantities: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

Flat size: \_\_\_\_\_ mm x \_\_\_\_\_ mm Finished/Folded Size: \_\_\_\_\_ mm x \_\_\_\_\_ mm

Number of pages (including cover): \_\_\_\_\_

Colour:  CMYK (full colour)  Black and White

PMS Colours (Please specify) \_\_\_\_\_  Other \_\_\_\_\_

Single Sided  Double sided

Art Supplied:  Yes  No Supplied File Format: \_\_\_\_\_

Bleed required (i.e. ink coverage flows to outside edge of paper when trimmed):  Yes  No

Stock:  Paper Weight  Card Weight

Coated Gloss Finish  Coated Matt Finish  Uncoated

Binding requirements:  Folded  Staple x \_\_\_\_\_  Quarter Bind  Perforated

Special Instructions / Other (please specify): \_\_\_\_\_

Delivery required:  Yes  No

Delivery Address: \_\_\_\_\_

Required by: \_\_\_\_\_