



# Request for Quotation

Toll-Free: 877-384-7772

Phone: 949-465-0772

Fax: 949-465-0777

Email: mail@psbonline.com

Website: www.psbonline.com

26012 Atlantic Ocean, Lake Forest, CA 92630

Please complete the form below. Then, fax your form to PSB at 949-465-0777. If you have any questions, please contact PSB toll-free at 877-384-7772.

**Account Number (if known)**

## Customer Information

Organization Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_ Date Due: \_\_\_\_\_

Contact Person/Project Manager: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### (New Clients Only)

Phone: (\_\_\_\_) \_\_\_\_\_ EXT. \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

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

## Your Project Specifications

Project Name: \_\_\_\_\_

### PRINTING

Product Type: \_\_\_\_\_ Quantity: \_\_\_\_\_ Flat Size: \_\_\_\_\_ Folded Size: \_\_\_\_\_

Stock:  PSB Recommendation  Other Stock Specification \_\_\_\_\_

#### FSC PAPER

YES  NO

#### SOY INKS

YES  NO

#### ECOSMART SMALLER SIZE OPTIONS

ANNUAL REPORT  NEWSLETTER  SELF MAILER

#### OTHER

(please specify) \_\_\_\_\_

Bindery:  Perforation  Die cut  Other \_\_\_\_\_ Color  4/0  4/1  4/4

Other Printing Specifications \_\_\_\_\_

## DESIGN REQUIREMENTS

Design:  My design  PSB Catalog  Custom Design  Other \_\_\_\_\_

Copywriting:  Client Supplied Copy  PSB Write Copy

## MAILHOUSE SERVICES (IF APPLICABLE)

Services (select all that apply):

Basic Postal Presorting  Document Layout/Typeset

Tabbing  Database Mining

Ink Jet Addressing  Laser Imprinting

Letter Insertion

1 piece  2 pieces  3 pieces

## Other Requirements (Please describe any special requirements. Attach a separate sheet if necessary.)

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**Note:** All quotations are subject to verification and approval via fax before commencing work.

Please call for instructions to submit files via email (mail@psbonline.com). Questions regarding your quote? Call toll-free 877-384-7772, 7 am – 6 pm Pacific Time.

