

Note: Any order submitted within **2 business days** or less of their due date will incur a **20% rush fee**. Pricing is subject to change based on current paper and supply costs. Completion times may vary depending on the job size and workload, particularly during busy periods or holidays.

Name: _____ Date of Event: _____

Phone Number: _____ Purchase Order Number: _____

Number of Copies: _____ Number of Pages: _____ Rush Fee:

For Print Shop Use Only:

Category	# of Items	Price Per	Total	Print Shop Notes:
Black and White Printing				
Color Printing				
Enlargement				
Speciality Paper				
Cardstock				
Mounting Board for Posters				
Tabs				
Coils				
Clear Covers				
Lamination				
Posters				
Banners				
Branded Items				
Business Cards				
20% Rush Fee				
Design Fee				
10% Outside Entity Fee				
Other:				
Total Job Cost				

Notice: If a reprint is required due to changes or overlooked errors in a document after proof approval, the customer is responsible for any associated costs. Printing will only commence once a purchase order (PO) is submitted.

Quoted by: _____

Date: _____