



Please answer as many questions as possible to insure that your quote is accurate. This is to be used as a helpful tool. If you have additional questions please do not hesitate to call or email us.

Thank you for your business!

Printing

Mailing

What is the Quantity being printed?	What is the quantity being Mailed?
What is the Paper Stock/Type?	Do you have a preferred Mail Date?
Are we Printing on One side or two sides?	I this mailing First class or Standard postage?
Is this more than one page or a booklet?	Is your organization For-Profit or Non-Profit?
What is the Paper Color?	What are we using for postage? A Stamp, Your Mailing Permit, or Our Mailing Permit?
What is the Ink Color?	Does your mailing require Tabbing Yes/no?
Does your mailing require Bindery/stitching?	Does your mailing require Inserting Yes/no?
Does your mailing require Folding?	Is this a matched mailing?
Will your printed piece have a Coating?	Are we Ink jetting return address?
Is this a Variable Data mailing?	Are we Ink jetting the permit?
What are your additional Special Instructions?	

List

Design

Are you using your own list?	Do you have the piece Designed or would you like us to Design it?
Do you need us to find a list?	
Is the piece addressed to name or addressed to resident?	
<i>(Click on the links on the main Lists page to view consumer and business search criteria and pricing)</i>	