

Quote

Date

Quote
Required by

Date
Quoted

Estimate#

Customer

Reg. ☐ New ☐

ContactPHONE

E-Mail

Quoted by

☐ Layout
required

Layout
sent

Repeat of previous order?☐ File:

Previous order details

✓ ASK THE QUESTIONS

- ☐ What is it they want?
- ☐ What is it going to be used for?
- ☐ Where, interior/exterior?
- ☐ How long is it to last?
- ☐ How is it to be mounted?
- ☐ Are there special needs?
- ☐ Do they want us to install?
- ☐ Will it require permits?
- ☐ What sort of budget?
- ☐ How many do they need?
- ☐ When do they need it?
- ☐ Are we shipping?
- ☐ Do they have artwork?

DESCRIPTION

QUOTE WORKSHEET

PRODUCTION METHOD

☐ In House ☐ Sub Contract to: _____ ☐ Quoted by Sub. _____

GRAPHICS

☐ C/W/M ☐ Edge ☐ Roland XC 540 ☐ Roland XR 640 ☐ Oce 318

Media		@ \$		= \$		@ \$		= \$	
		@ \$		= \$		@ \$		= \$	
		@ \$		= \$		@ \$		= \$	

FINISHING

☐ Laminate ☐ Substrate ☐ Pre-mask ☐ Shape cut ☐ Hand cut ☐ Singles ☐ Radius corners ☐ Other _____

Laminate	_____	@ \$ _____ = \$ _____
	_____	@ \$ _____ = \$ _____
Substrate	_____	@ \$ _____ = \$ _____
Pre-mask	_____	@ \$ _____ = \$ _____
Other	_____	@ \$ _____ = \$ _____

PRODUCTION

Printing	_____	@ \$ _____ = \$ _____
Laminating	_____	@ \$ _____ = \$ _____
Cutting	_____	@ \$ _____ = \$ _____
Finishing	_____	@ \$ _____ = \$ _____
Other	_____	@ \$ _____ = \$ _____

PACK/SHIP _____ \$ _____

TOTALS

GRAPHICS _____

 _____ \$ _____

FINISHING _____
 _____ \$ _____

PRODUCTION _____
 _____ \$ _____

PACK/SHIP _____ \$ _____

OTHER _____ \$ _____

_____ \$ _____

TOTAL \$ _____