



Call Scott Rucarean
for a quote or questions!
352-372-2534, ext. 115

Print Order/Quote Form

alta

Fine Printing • Digital Printing • Mail Services

Please complete form and send via one of the following:

Email: acschools@altainc.com

Call: Scott for Pick-up @ 352-372-2534, ext. 115

Fax: 352-376-8130

Visit: 6825 NW 18th Drive, Gainesville, FL 32653

CLIENT INFORMATION

Today's Date ____/____/____

Requested Due Date: Standard Deadline Date ____/____/____

Full Name _____ E-mail _____

School _____ Department _____

Address (with room) _____

School Phone # _____ ext _____ Cell Phone # _____

SPECIFICATIONS

Choose One: This is an Order - Quote #(if applicable) _____ Need a Quote

Choose One: New Job Reprint Exact - Prev. Job # _____ Reprint With Changes - Prev. Job # _____

SBAC Form # _____ Generic Form # _____

Choose One: Artwork Provided Design/Typeset Needed Other _____

Project Description _____

Finished Quantity _____ Finished Size _____ Flat Size (if folds) _____

of Originals/Pages _____ Print: One-Sided Two-Sided As Provided

Paper Weight _____ Paper Type/Finish _____ Paper Color _____

Ink Colors: Black Full Color One Color _____ Two Color _____ Other _____

PROOFING

Choose one of the following:

PDF Proof (standard) e-mailed to _____ No Proof Needed

Physical Proof (additional charges apply) delivered to _____

Physical Proof (additional charges apply) at Alta Other _____

CONTINUED NEXT PAGE/SIDE

BINDING & FINISHING

Choose all that apply and list information as to how you would like us to complete:

- | | | |
|---|---|---|
| <input type="checkbox"/> Bind Plastic (color) _____ | <input type="checkbox"/> Staple (#) _____ | <input type="checkbox"/> Laminate _____ |
| <input type="checkbox"/> Collate _____ | <input type="checkbox"/> Staple Saddle _____ | <input type="checkbox"/> Perforate _____ |
| <input type="checkbox"/> Drill (#) _____ | <input type="checkbox"/> Pad on Top (shots/) _____ | <input type="checkbox"/> Score _____ |
| <input type="checkbox"/> Number _____ - _____ | <input type="checkbox"/> Pad on Side (shots/) _____ | <input type="checkbox"/> Shrink Per _____ |
| <input type="checkbox"/> Fold Half _____ | <input type="checkbox"/> Pad NCR Top _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Fold Letter _____ | <input type="checkbox"/> Pad NCR Side _____ | |

ADDITIONAL INSTRUCTIONS

BILLING INFORMATION

Choose one of the following:

- PCard on file - last 4 digits _____ Call me to obtain card number - Phone _____
- Invoice e-mailed to _____
- Other _____

DELIVERY INSTRUCTIONS

Choose one of the following:

- Warehouse (standard) - Delivery Monday, Wednesday, and Friday Pick-Up at Alta
- Office/School Location (additional charges apply) _____

Questions Or Need Pricing?

Contact your dedicated representative!

Scott Rucarean

Office: 352-372-2534, ext. 115

Cell: 352-246-8408

E-mail: acschools@altainc.com

Don't forget your files!

Please e-mail your files along with this order form to acschools@altainc.com.

If your files are original copies or stored on a disk or drive, visit us at 6825 NW 18th Drive in Gainesville or call Scott to arrange a pick-up.

THANK YOU FOR YOUR ORDER!!

Internal Use Only Chart Price \$ _____ Quote _____ Quoted Price \$ _____