

Printing Quote Document

Direct Mail Campaign

Client Information

Company Name: _____

Contact Name: _____

Phone/Email: _____

Campaign/Project Name: _____

Job Details

Project Type: _____

Quantity: _____

Size/Dimensions: _____

Paper Stock: _____

Ink Colors (Front/Back): _____

Finishing (Folding, Perforation, etc.): _____

Mailing Services Needed: _____

In-Home Delivery Date: _____

Quote Breakdown

Description	Unit Cost	Quantity	Subtotal
Total:			

Notes / Special Instructions

Prepared By: _____

Date:
