

PRINT QUANTITY/REQUEST FORM

Job name _____ Job number _____

Graphic designer _____ Submitter/marketing contact _____

Scheduled mail date _____

Description	Quantity	Fold	Indicia	Mail Date	Deliver to
			<input type="checkbox"/> U.S. Nonprofit <input type="checkbox"/> U.S. Standard <input type="checkbox"/> Can. Nonprofit <input type="checkbox"/> _____		<input type="checkbox"/> Mailhouse <input type="checkbox"/> _____
			<input type="checkbox"/> U.S. Nonprofit <input type="checkbox"/> U.S. Standard <input type="checkbox"/> Can. Nonprofit <input type="checkbox"/> _____		<input type="checkbox"/> Mailhouse <input type="checkbox"/> _____
			<input type="checkbox"/> U.S. Nonprofit <input type="checkbox"/> U.S. Standard <input type="checkbox"/> Can. Nonprofit <input type="checkbox"/> _____		<input type="checkbox"/> Mailhouse <input type="checkbox"/> _____
Ed Program Samples					Ed Programs
Marketing Samples					To _____
Graphics Samples					Graphics Shelf in Printing
Trade Shows					Trade Show Shelf
Samples					Cubbies
TOTAL QUANTITY					

Attach this form to the smartsheet entry for the job.

Job name _____ Job number _____

Graphic designer _____ Submitter/marketing contact _____

Date received in printing _____ Scheduled mail date _____

Finish quantity needed _____ Finish size _____

Ink ☐ CMYK ☐ Black Cover paper _____ Body paper _____

☐ Perforate ☐ Crease ☐ Pad in qtys of _____ ☐ NCR pad ☐ 3-hole drill ☐ Laminate

$$\text{Finish qty needed} \frac{\text{From above}}{\text{From above}} + \text{Overage} \frac{\text{Needed for waste}}{\text{Needed for waste}} \div \text{No. up} \frac{\text{If applicable}}{\text{If applicable}} = \text{Print qty} \frac{\text{If applicable}}{\text{If applicable}}$$

Submitter/Marketing Contact:

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