STATE OF LOUISIANA
STATE PRINTING OFFICE
ESTIMATE REQUEST

Date of Printing Request:_____

☐ Normal Delivery

☐ RUSH Delivery

Requested delivery date for RUSH orders:_____

INVOICE TO	DELIVER TO
Customer Requisition #	**Check here if job is to be delivered to the State Printing Warehouse** ➡ ☐
Attention:	*Attention:*

Form No.	Revision Date	Form Name

☐ ⬅ ***Total amount requested***

Contact Person:_____

Phone #_____ Email:_____

Is this a new form? ☐ YES ☐ NO, previous Job #:_____ ▸▸ ☐ Exact Repeat ▸▸ ☐ With Revisions

Proof required? ☐ YES ☐ NO Email address for Proof ▸▸_____

Paper Size	☐ Letter ☐ Legal ☐ Half-sheet ☐ Other _____				
Paper Type	Bond ☐ 20# ☐ 24#	Index ☐ 90# ☐ 110#	Envelopes (Reg) ☐ #9 ☐ #10	Envelopes (Win) ☐ #9 ☐ #10	Other
	☐ Carbonless Color sequence for carbonless: Pg 1_____ Pg 2_____ Pg 3_____ Pg 4_____				
Paper Color	☐ White ☐ Yellow ☐ Blue ☐ Green ☐ Pink ☐ Gold ☐ Other_____				
Ink Color	☐ Black ☐ Brown ☐ Blue ☐ 4 Color Process ☐ Other_____ ▸▸ ☐ Front Only ☐ Front & Back ▸▸ ☐ Head to Head ☐ Head to Foot				
Hole Punch	5 hole: ☐ Top ☐ Left 3 hole: ☐ Top ☐ Left 2 hole: ☐ Top ☐ Left ☐ See Attached Sample				
Unit Size	Pad: ☐ 50 ☐ 100 ☐ 250 ☐ Other_____ ☐ Box Factory Option Wrap: ☐ 50 ☐ 100 ☐ 250 ☐ 500 ☐ Other_____				
Numbering	☐ YES ☐ NO If yes, indicate beginning #:_____				

Additional Instructions *(Folding, Stapling, Type of Binding, Etc....)*

Sample provided with job? ☐ YES ☐ NO E-File provided with job? ☐ YES ☐ NO

State Printing Office not responsible for incorrect printing of job with no sample provided

State Printing Office
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