

**Estimate/Quotation Request Form**

- For Estimate please provide complete information below. (If unknown, write “?”)  
 For Quotation (firm price, valid 30 days) please provide the information below  
and submit complete text and sample illustrations.

Today's date \_\_\_\_\_

Services requested:  Editing  Design, layout, typesetting  Printing

Finished work needed by (date) \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

Title \_\_\_\_\_

Author \_\_\_\_\_

Subject \_\_\_\_\_

Status  Work in progress  Finished manuscript  Previously published

**CONTENT**

Body text  MS Word or RTF + printout  Other app: \_\_\_\_\_  Paper only

Number of words \_\_\_\_\_ Manuscript pages \_\_\_\_\_ Number of parts \_\_\_\_\_

Number of chapters (incl. pro/epilog) \_\_\_\_\_ Levels of headings within chapters \_\_\_\_\_

Text contains  Chapter epigraphs  Tables (#) \_\_\_\_\_  Footnotes  End notes

Text has lots of  dialog  block quotes, indented matter  lists  special formatting

Front and back matter  Endorsements  Dedication  Book epigraph  Acks  TOC

Foreword  Pref  Intro  Bibliog  Index  Ad page  Other \_\_\_\_\_

Foreign alphabets  Gk  Heb  Cyrillic  Other alphabet \_\_\_\_\_

Interior illustrations  Frontis  On parts  On chapters  In section  Throughout text

B/W (#) \_\_\_\_\_ Grayscale (halftones) (#) \_\_\_\_\_ Color (#) \_\_\_\_\_

Other illos \_\_\_\_\_

Format  physical  digital: file type \_\_\_\_\_ resolution \_\_\_\_\_

Cover illustration  Supplied by client:  physical  digital  Supplied by Studio E

Other content notes \_\_\_\_\_

**PRINTING**

Pages \_\_\_\_\_  estimated  required

Size  5.5"x8.5"  6"x9"  7"x10"  8.5"x11"  Other size \_\_\_\_\_

Copies  250  500  1,000  1,500  2,000  5,000  Other qty \_\_\_\_\_

Interior stock  Natural  White  Coated white  Coated white in photo section only

Interior color  Black only  Black + 1 PMS spot color  Black + 2 PMS  Full color

Binding  Perfect paperback  Casebound hardcover:  sewn  adhesive

Paperback cover stock  10 pt C1-S white coated  Colored textured uncoated

Cover/jacket color  Full color  Black plus 1 or 2 PMS spot colors  Black only

Hardcover extras  Jacket  Colored end sheets  Stamp spine  Stamp front  Printed boards (PLC)

Printing extras Shrink wrap:  single  multiple Insert(s): (#) \_\_\_\_\_  laid in  glued in

Delivery  Loading dock  Residential  Lift gate truck required  Pallet jack required

Other notes \_\_\_\_\_

**EDITORIAL • BOOK DESIGN • PRE-PRESS**

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