

Customer: _____ size: _____ (inches)

ship to: _____ paper description (grade/basis/finish*): _____ city, state & zip code

* Many text papers have directional patterns. Does your customer have a preference for either horizontal or vertical lines?

Contact: _____

Phone: _____ quantity* A: _____ B: _____ C: _____

* see over/underrun policy below on this page!

Fax: _____ price-plain A: _____ B: _____ C: _____

E-mail: _____ price-printed* A: _____ B: _____ C: _____

* see printing prices note below on this page!

seam style

- OSDS (e.g. commercial) (open side, diagonal seam)
OSSS (e.g. booklet) (open side, side seam)
OSCS (open side, center seam)
OECS (e.g. catalog) (open end, center seam)
OESS (open end, single side seam)
other:

closure/seal method

- regular gum
ungummed
latex
Peel-n-Seal®
Simple Seal®
clasp
button & string
live-stamp
other:

flap style*

- * standard size unless specified
commercial
booklet
catalog
wallet
remittance (kost kut)
pointed
square
other:

specialty

- thumb cut
cut flush
holes (#)
other

insertion method

- hand (manual)
machine (automatic)

print method*

- plain
tint; inside
flexography
jet offset
flat offset (litho converting)

* Will the end-user print the envelopes via laser or inkjet? Special flap seal adhesive may be required.

measure all windows

flap to ceiling

window material

- poly
cellophane
glassine
open
square corner
round corner

top window

- horizontal
vertical

size: x
from left:
from bottom:

bottom window

- horizontal
vertical

size: x
from left:
from bottom:

print matter/details

- tight registration
face
back
flap
under flap
corner card
indicia
logo
line type
interoffice (standard or custom)
FCM/GDB (standard or custom)
other, specify

colors

- black
PMS
PMS
PMS

bleeds

- top
bottom
left
right

tint*

- *standard pattern
blue
black
custom

artwork to be furnished

- file on disk1
negatives3
camera ready art3
sample2,3

1 Specify file format and platform
2 May incur an additional charge.
3 May cause delays.

proofs required?

- yes
no

overrun/underrun policy:

5M to 25M + or - 20%; over 25M + or - 10%
Litho converting has different waste factors, consult with customer service.

printing prices note:

We reserve the right to requote based on review of actual sample and/or artwork.

comments:

Central Lewmar
Cust Ser. Rep: