



Customer Name \_\_\_\_\_

Job Name \_\_\_\_\_ Date Delivery Required by \_\_\_\_\_

Contact Name \_\_\_\_\_ Alternate Contact \_\_\_\_\_

Contact Phone # \_\_\_\_\_ After Hours Contact # \_\_\_\_\_

Quote # \_\_\_\_\_ Option # \_\_\_\_\_

Quantity \_\_\_\_\_ Final Size \_\_\_\_\_

# of Text Pages \_\_\_\_\_ Text Stock \_\_\_\_\_

# of Cover Pages \_\_\_\_\_ Cover Stock \_\_\_\_\_

Packaging Information. Please Mark an 'X' and write quantity beside selection.

Bulk \_\_\_\_\_ Bundle \_\_\_\_\_ Carton \_\_\_\_\_

Folding Information. Please mark an 'X' beside selections.

1/4 Fold \_\_\_\_\_ 1/2 Fold \_\_\_\_\_ Low Folio Lip \_\_\_\_\_ High Folio Lip \_\_\_\_\_ No Lip \_\_\_\_\_

Proofing Information. Please mark an 'X' beside selection.

**\*\*If you choose to waive proofs, McLaren Press Graphics Ltd. cannot be held responsible for errors or omissions.\*\***

Hard Copy Proofs \_\_\_\_\_ Digital Proofs \_\_\_\_\_ No Proofs Required \_\_\_\_\_ Online Publishing \_\_\_\_\_

## Colour Information

Process Colour Pages - Please List

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Spot Colour Pages -

Please List Page # and PMS Colour

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Complete Bindery Information - Include any breakdowns, inserts or lot information. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Proofing Address: \_\_\_\_\_

Complete Delivery Information: \_\_\_\_\_

Additional Information: \_\_\_\_\_

**\*Should there be any delay in the receipt of files to McLaren, please contact Customer Service to discuss revised delivery requirements.\***