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PREPARING A QUOTE

When you are calling us for a quote, we will need the following information:

- 1. Number of copies.** How many do you need?
- 2. Number of Originals.** How many pages in your document?
Remember, a double-sided page counts as two originals.
- 3. Color or Black and White.** Is your document being reproduced in color or black and white?
If it's a combination, we will need to know how many pages of each.
- 4. Single sided or Double sided.** How many pages in the document will be single-sided and how many will be double-sided.
- 5. Paper Size.** We have these options: 8.5 x 11, 8.5 x 14, 11 x 17, 12 x 18, 13 x 19, and 13 x 40.
- 6. Paper Stock.** Hundreds of paper stock options are available. Certain stocks are much more expensive. Standard stocks usually are 20# for single-sided, 60# for double sided and 70# for color copies.
- 7. Binding and Finishing.** After the document has been reproduced we have a host of options to bind and finish. Please check our website for all Binding and Finishing options.

* This is only to get you started. We will be happy to discuss the details of your project and also make recommendations