



## Custom Form Quote Request Checklist

### Contact Information

School/Company Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_  Fax: No: \_\_\_\_\_

Email Address: \_\_\_\_\_

(Please indicate if you would like your quote sent to you via a fax or email)

1. Using the checklist below, provide us with as much information regarding the custom form you would like us to price quote.
2. Please include a sample of your custom form.
  - a. If possible attach a digitized sample to your email and sent it to [info@schoolservice.com](mailto:info@schoolservice.com). See our website at [www.SchoolService.com](http://www.SchoolService.com) for acceptable digital formats.
  - b. If you are modifying an existing form, fax the form with the changes on it along with this checklist.
3. Fax this checklist and sample to (888) 747-9549. We will usually respond within one business day. Please contact us at (800) 747-9549 if you do not hear from us within one business day.
4. If necessary, you can mail your quote request to: School Service, Inc., 4405 S. Longview Dr., New Berlin, WI 53151. Please allow for 5 business days for us to respond.
5. Contact us by phone at (800) 747-9549 or email at [info@schoolservice.com](mailto:info@schoolservice.com) if you have any questions.

### Paper Size

- 3" x 5" (index card size)
- 4" x 6" (large index card size)
- 4 ¼" x 5 ½" (quarter page)
- 5 ½" x 8 ½" (half page)
- 8 ½" x 11" (full page)
- Other: \_\_\_\_\_

### Ink (select one color only)

- Black
- Blue
- Red
- Green
- Other: \_\_\_\_\_

### Finishing

- Loose
- Padded
- Glued carbonless sets
- Plastic comb bound (book form)
- Perforated (show location(s) on attached sample)
- Numbering (show location(s) on attached sample)
  - Starting number \_\_\_\_\_
- Other: \_\_\_\_\_

### Paper Type

- Bond – Notepad paper (20 lb stock or equivalent)
- Card stock paper (67 lb stock or equivalent)
- Index card stock (110 lb stock or equivalent)
- Carbonless/NCR sets
  - 2-part (standard sequence: white/yellow)
  - 3-part (standard sequence: white/yellow/pink)
  - 4-part (standard sequence: white/yellow/pink/gold)
  - Other custom sequence: \_\_\_\_\_
- Other: \_\_\_\_\_

### Paper Color

#### Standard Colors

- White
- Yellow
- Green
- Pink
- Blue

Other\*: \_\_\_\_\_

\*Limited color selection on certain paper types. Indicate color preferred and School Service will offer an alternative if necessary.

### Quantity

(Due to quantity discounts opportunities, please indicate which quantities you would like us to quote.)

- Sheets  Pads  Sets  Books
- Other: \_\_\_\_\_

Other Information \_\_\_\_\_