



Custom Form Quote Request Checklist

Contact Information

School/Company Name: _____ Phone Number: _____

Contact Name: _____ Email Address: _____

(Your quote will be sent to you by 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 send it to info@schoolservice.com. See our website at www.SchoolService.com for acceptable digital formats.
 - b. If you are modifying an existing form, scan and attach to email or fax the form with the changes on it along with this checklist.
3. Email as an attachment to info@SchoolService.com. We will usually respond within one business day.
(Please contact us at (800) 747-9549 or email at info@SchoolService.com if you do not hear from us within one business day.)
4. Contact us by phone at (800) 747-9549 or email at info@schoolservice.com if you have any questions.

Paper Size

- 3" x 5" (index card size)
- 3 1/2" x 4 1/4" (one sixth page)
- 4" x 6" (large index card size)
- 4 1/4" x 5 1/2" (quarter page)
- 5 1/2" x 8 1/2" (half page)
- 8 1/2" x 11" (full page)
- Other: _____

Paper Type

- Bond – Notepad paper (20 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: _____

Ink (select one color only)

- Black
- Blue
- Red
- Green
- Other: _____

Paper Color (for bond paper and index card stock only)

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.

Finishing

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

Quantity

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

- Sheets Pads Sets Books
- Other: _____

Other Information _____

Quoted prices in effect for 30 days. There will be a one-time setup charge of \$35.00-\$75.00 per form page which is waived for orders of \$100 or more on your new custom form. Order a custom form from School Service and become a "Custom-er" for Life. See our website at www.SchoolService.com for more information. Some delivered quantities may vary 10% over or under ordered quantity and billing will be adjusted accordingly. Approximate turnaround time of 3-5 business days. Exceptions may apply.