



**The Florida State University  
Purchasing**

**QUOTE Specifications for Printing & Mailing Projects**

**Please complete as much information about your printing and mailing project as possible. For complex projects, please contact us to schedule a meeting to review.**

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Todays Date:		
Project Completion Date:		
<b>Project Description</b>	:	
	:	
Quantity	:	
Number of pages	:	
Finished Size	:	
Ink Colors	:	
Bleeds	:	
Cover Paper Requested	:	
Inside Paper Requested	:	
Prepress File Information	:	
Proofs	:	
Press Requirements	:	
Finishing Requirements	:	
Mailing Requirements	:	
	:	
	:	
Shipping / Delivery	:	Carton Pack, ship to Tallahassee, FL 32306
Schedule (file in/completed out)	:	File to printers on Finished product delivered
	:	
Please Fax Quote Back To	:	Attention Jennifer Bowers 850-644-0604
Please Fax Quote Back By	:	