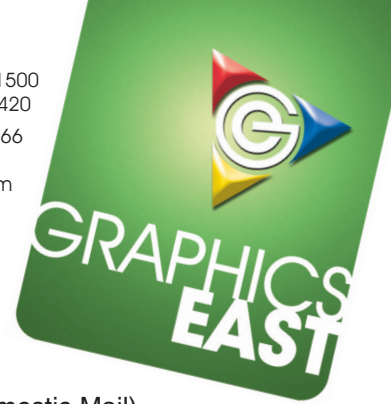


Date _____

p: 586.598.1500
f: 586.598.8420
16005 Sturgeon St. Roseville, MI 48066
graphicseast.com



WSU Mailing Services Request for Quote

Thank you for considering Graphics East for your mailing project.
Please fill out the top portion of this form and email it to janine@graphicseast.com
or contact Janine Carlino at 586.598.1500 ext. 127.

BILL TO: Wayne State University Business Services

SHIP TO: Detroit Post Office (Domestic Mail)
WSU Mailroom (Foreign & Campus Mail)

Requested By: _____ Dept.: _____
FIRST & LAST NAME

Account #: _____ Phone: _____ Email: _____

Project Name: _____ IRB #: _____
TO BE PROVIDED WHEN ORDER IS CONFIRMED

Description: (Example: POSTCARD / INVITATIONS / LETTER / BOOKLET / NEWSLETTER / SINGLE-PIECE FOLDED MAILER / # OF PAGES / FINAL SIZE / PAPER STOCK)

Ready Date of Printed Material: _____ Approx. Print Count: _____ Approx. Mail Count: _____

Pick Up Delivery Location: _____ Phone: _____
COMPANY NAME

_____ Contact: _____
ADDRESS

of Data Files: _____ Requested Due Date: _____ WSU Permit Classification: Non-Profit First Class Presort

Additional Information:

FOR INTERNAL USE ONLY

<input type="checkbox"/> Pick Up Printed Material	\$ _____
<input type="checkbox"/> Data Prep # of Files: _____	\$ _____
<input type="checkbox"/> Folding <input type="checkbox"/> Fugitive Glue	\$ _____
<input type="checkbox"/> Wafer Seal # of Tabs: _____	\$ _____
<input type="checkbox"/> Affix Labels <input type="checkbox"/> Inkjet (DAP) <input type="checkbox"/> Variable Imaging: <input type="radio"/> Simplex <input type="radio"/> Duplex	\$ _____
<input type="checkbox"/> Inserting # of pcs.: _____ <input type="checkbox"/> Hand Assembly <input type="checkbox"/> Mechanical <input type="checkbox"/> Mail Match	\$ _____
<input type="checkbox"/> Sort / Tie / Bagging Mail Classification: <input type="radio"/> Card <input type="radio"/> Letter <input type="radio"/> Flat	\$ _____
<input type="checkbox"/> Delivery No. of Drops: _____ Qty. Per Drop: _____	\$ _____
<input type="checkbox"/> Additional Information / Charges:	\$ _____
<div style="border: 1px solid black; height: 80px; width: 100%;"></div>	
TOTAL \$ _____	

Confirmed Record Count: _____ (Domestic: _____ Foreign: _____ Campus: _____)

Graphics East Job # _____