

**Print Shop Price Quote Request**

133 North Franklin Street, Wilkes-Barre PA 18711  
570-208-5900 x5635 or 570-208-8500  
printshop@kings.edu | www.kings.edu/printshop

Invoice # \_\_\_\_\_  
(Print Shop Use Only)

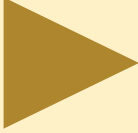
How will this order be charged? King's College Budget Number \_\_\_\_\_

Other \_\_\_\_\_

Requisitioner: \_\_\_\_\_

Contact Info: \_\_\_\_\_


Date: \_\_\_\_\_ Quote Needed By: \_\_\_\_\_ Printing Need By: \_\_\_\_\_

 **Instructions:** Only fill in the necessary fields relating to your request. Form can be emailed to printshop@kings.edu with your print-ready files (if available). Price quotes are valid for 30 days, as prices are subject to change. If you have any questions or concerns, please contact the Print Shop.

Title / Description: \_\_\_\_\_

Quantity: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

PRINTING & COPYING		WIDE FORMAT PRINTING	
SPECS	<b>Size:</b> _____ X _____ <b>Pages:</b> _____ <b>Ink:</b> <input type="checkbox"/> Color <input type="checkbox"/> One Sided <input type="checkbox"/> Black & White <input type="checkbox"/> Two Sided	<b>Size:</b> _____ X _____ <input type="checkbox"/> Photo Paper <input type="checkbox"/> Mounted on Foam Core <input type="checkbox"/> Retractable Banner <input type="checkbox"/> Large (33 X 78) <input type="checkbox"/> Small (11 X 17) <input type="checkbox"/> Banner Print Only	
	<b>Weight:</b> <input type="checkbox"/> Text <input type="checkbox"/> Cardstock <b>Finish:</b> <input type="checkbox"/> Gloss <input type="checkbox"/> Uncoated <b>Color:</b> <input type="checkbox"/> White <input type="checkbox"/> Other _____ <b>Details:</b> _____	<input type="checkbox"/> Vinyl Banner <input type="checkbox"/> Finished Edges <input type="checkbox"/> Grommet <input type="checkbox"/> Other Options <input type="checkbox"/> Window Cling <input type="checkbox"/> Vinyl Sticker <input type="checkbox"/> Wall Graphic <input type="checkbox"/> Universal Bond <input type="checkbox"/> Satin Cloth	
BINDING	<input type="checkbox"/> Saddle Stitch <input type="checkbox"/> Perfect Bind (Glue Bound Book) <input type="checkbox"/> Side Staples <input type="checkbox"/> Left Corner Staple <input type="checkbox"/> Plastic Comb Bind <input type="checkbox"/> Plastic Coil Bind <input type="checkbox"/> 3-Hole Punch <input type="checkbox"/> Perforation	<b>Fold:</b>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Pad / Glue _____ Sheets per pad _____ Number of pads	<b>Contact the Print Shop to discuss materials and other options.</b>