

If you are not sure how to answer, please leave it blank and a Publications Coordinator will be glad to assist you.











# ESTIMATES GUIDELINES FORM

<b>Department</b>	
<b>Contact Name</b>	
<b>Contact Phone</b>	<b>Fax</b>
<b>E-mail</b>	
<b>Date In</b>	<b>Time</b>

1. Has this project been previously produced by DMM? <input type="checkbox"/> YES <input type="checkbox"/> NO
2. If DMM has produced this job, do you have the previous job# or the approximate date of when the job was produced? Job#: _____ Approximate Date: _____
3. What is the objective of your project?
4. Does this project need to meet certain mailing standards? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, how will it be mailed? <input type="checkbox"/> Campus Mail <input type="checkbox"/> USPS <input type="checkbox"/> None
5. Who is your audience?
6. What is the quantity? _____
7. The cost of this project is not to exceed: \$ _____
8. What is the delivery/due date? Date: _____ Is there a specific time the project is to be delivered? _____ am / pm

**PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE &  
FAX IT TO 476-2608**

**A PUBLICATIONS COORDINATOR WILL  
CONTACT YOU TO REVIEW THE SPECIFICATIONS.**

9. Will the final product be reused or issued over time or is this a one-time use? <input type="checkbox"/> One-time <input type="checkbox"/> Reused / Issued
10. What is the finished height and width of the piece? H _____ x W _____
11. How many originals? _____ original pages
12. How many sets of copies are needed from each original page? _____ sets of copies
13. Is the piece one-sided or two-sided? <input type="checkbox"/> One-Sided <input type="checkbox"/> Two-Sided
14. Will this project be: <input type="checkbox"/> Black/White <input type="checkbox"/> Color If it is color, will it be <input type="checkbox"/> Full color <input type="checkbox"/> UCSF Teal <input type="checkbox"/> UCSF Medical Center Blue <input type="checkbox"/> Spot Color (one or two color job). Please specify color _____
15. Does it require special paper? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please specify color _____ weight _____ <input type="checkbox"/> uncoated <input type="checkbox"/> matte coated <input type="checkbox"/> gloss coated
16. How will the piece be folded? (circle one)      Single Letter Z-Fold Dbl. Parallel French Fold <input type="checkbox"/> Multiple Page <input type="checkbox"/> Single Page <input type="checkbox"/> Perforate <input type="checkbox"/> Score
17. How will it be bound? (circle one)      _____ Tape Bind GBC Wire-O Bind Velo Perfect Bind Color of Binding
18. Will Documents, Media & Mail be designing the piece? <input type="checkbox"/> YES <input type="checkbox"/> NO
19. If there are any pictures or graphics, what form are they in? <input type="checkbox"/> Hard Copy <input type="checkbox"/> Digital <input type="checkbox"/> On File with Reprographics
20. Who will provide the pictures or graphics? contact _____ & ph# _____
21. Does any portion of the piece need to be kept clear of any varnish for either handwriting, inkjet application, or addressing information? <input type="checkbox"/> YES <input type="checkbox"/> NO
22. Are there any bleeds, heavy solids or screens? <input type="checkbox"/> YES <input type="checkbox"/> NO
23. Was the design produced on a PC or Mac? <input type="checkbox"/> PC <input type="checkbox"/> MAC
24. What are the software applications and the version numbers of the software that was used to design the project?
25. Where is the project going to be delivered? <input type="checkbox"/> Campus Address: _____ _____ <input type="checkbox"/> Split Delivery <input type="checkbox"/> Will Call (Customer will pick-up)
26. Additional Comments: