

Please print out this form, enter as many details of your requirements as possible, then fax back to us on (01943) 466640 or send it to us at JPS Limited, Suite 5A, Chevin Mill, Leeds Road, Otley, LS21 1BT

Contact:..... Company Name:.....

Company Address:.....  
.....

Town:..... County:.....

Postal Code:..... Country:.....

Telephone:..... Fax:.....

E-mail:..... Job type/name:.....

**Please state how this is to be supplied:**

Quark Express  InDesign  PDF  Other (please specify)  .....

**Schedule: (if known)**

Image Data Available (date)..... 1st Delivery Date (date).....

**Quantity:** ..... Run on: No  Yes (please specify)  .....

**Frequency:**

Weekly  Monthly  Quarterly  One off  Other (please specify)  .....

**Finished size flat:** depth..... (mm) width..... (mm)

**Finished size folded:** depth..... (mm) width..... (mm)

**Cover:** No of pages..... No of colours..... Special colours.....

Type of Paper – Gloss  Silk  Uncoated  Other (please specify)  .....

Weight of Paper.....gsm, Brand of Paper (if known).....

**Finish:** UV Varnish  Gloss Laminated  Matt Laminated  As stock

**Text:** No of pages..... No of colours.....

Type of Paper – Gloss  Silk  Uncoated  Other (please specify)  .....

Weight of Paper.....gsm, Brand of Paper (if known).....

**Binding:** Folded  Saddle-Stitched  Perfect-Bound

Other (please specify)  .....

**Loose Inserts:** quantity.....

**Order Form:** No of pages..... Integral impact glued envelope  No of colours.....

Type of Paper – Gloss  Silk  Uncoated  Other (please specify) .....

Weight of Paper.....gsm Brand of Paper (if known).....

**Remoist Gumming** .....

**Perforating:** Vertical  horizontal  On which page/s.....

**Personalisation:** Laser  Ink-jet  Scitex ink-jet  Other (please specify) .....

**Details of Personalisation:**

Info to be reproduced.....

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On which page/s.....

.....

**Data Processing required:**

Merge  De-dupe  Mailsort  Code  Case conversion

Run MPS  Other (please specify) .....

**Packaging:** Boxed  Shrinkwrapped  Bulk packed on pallets  Polywrap

**Polywrap:** Clear  Printed  No of colours.....

To be mailed  Other (please specify) .....

**Delivery Destination:** (If not known, we will quote ex-works)

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**Please add any further information:**

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