

Quotes

If a quote is required, use the form below or send a detailed email with the information (see example) to PurduePrintDigital@xerox.com and one of PEPS customer service staff will send the pricing.

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Coil bound books

Quantity: 25 copies
Cover Stock: 80# Dull Coated Cover
Text Stock: 80# Dull Coated Text
of Pages: 50 pages printed front and back
Special Instructions
 Add black back and clear front.
 4 tabs
Deliver By: 1/1/21
Deliver to: John Doe / PRSV
Ariba Requester for this Project: John Doe
Proof: PDF Proof only

Example of detailed information for quote

Client _____

Department _____ Bldg. _____ Room # _____

Phone _____ Email _____

Ariba Requester _____ Email _____ Phone _____

Title of Order _____

Pages / Sheet(s) _____

Quantity _____

Paper _____

Ink Color _____

Flat Size _____ Finish Size _____

Type of Finishing _____

Mailing None Campus First Class Mail Non-Profit International

Due Date _____ Proof Needed Yes No

Previous Xerox Job # _____

Special Instructions _____

Type of Delivery Campus mail Pick-Up UPS ground
 Other _____

Deliver to the attention of: _____

Delivery Location _____ Bldg./Room # _____