



ProSoft Associates, LLC
935 Chatsworth Dr.
Melbourne, FL 32940
(410) 456-0963 (phone)
(410) 741-3811 (e-fax)
info@ProsoftBinders.com
www.ProSoftBinders.com

REQUEST FOR QUOTATION

Custom binders are made to your exact specifications.

General Specifications

- Quantity** (check all that may apply) 25 50 100 250 Other _____
- Paper Size** 8-1/2x11 8-1/2x13 8-1/2x14 Other _____
- Orientation** Portrait Landscape
- Rings** Slant-D (recommended) Straight-D C-Ring Other _____
- Color** Burgundy Black Navy Hunter Green Tan Brown Other _____
- Ring Size** 1" 1.5" 2" Other _____
- Ring metal** Nickel (recommended) Brass
- Metal corners** Yes No
- Corner style** Square Rounded
- Corner metal color** Nickel Brass
- Top stitching around edges** Yes No
- Stitching color** Match cover material (recommended) Other _____
- Construction** Heat sealed edges (recommended-most economical) Turned and stitched
- Padding (cover, back and spine)** Yes (highly recommended) No
- Concealed Rivets** Yes (highly recommended) No

Cover Decoration

- Title stamped on cover** Yes No
- Title** "Estate Planning Portfolio" Other _____
- Custom Logo stamped on cover** Yes No
- Stamp color** Gold foil Silver foil Other _____
- Custom Logo debossed** Yes No
- Other decoration or text** (firm address, tag line, etc.) Yes No
- Describe:** _____

Spine Decoration

- Title on spine (same as cover)** Yes No
- Custom Logo on spine (same as cover)** Yes No

Clear pocket on spine Yes No

Inside Finishing

Inside Left Pocket Yes No

Pocket style Executive die cut Straight horizontal cut

Inside Right Pocket Yes No

Pocket style Executive die cut Straight horizontal cut

Business Card Holders One Two None

Lining Color Black (recommended) Match exterior Other _____

Lining Material Moire vinyl Suedene Other _____

Other comments/suggestions affecting design:

I HAVE COMPLETED THE SPECIFICATION CHECKLIST. PLEASE SEND ME A CUSTOM BINDER QUOTE

Firm: _____

Contact Name: _____ Phone: _____

Email _____

Address: _____

City/State/Zip: _____, _____ _____

After completing the specification checklist and the form above, send your Request for Quotation to:

Via Email sales@prosoftbinders.com

Via Fax (410) 741-3811

ABOUT CUSTOM BINDER ORDERS

Custom Orders: Custom binders are made to your exact specifications. Payment is required in advance of production and custom orders are not returnable. We will work with you to develop an acceptable artist's rendition (proof) prior to beginning production.

Production Time: For custom binders, production time is typically 4 weeks from the date the final proof is approved.

Quantities: Minimum quantity for personalized and custom orders is 25. Significant quantity discount breaks at 50 and 100.

Overruns/Underruns: While our goal is to deliver the exact quantity ordered, overruns and underruns are always possible on custom orders. Your exposure for over/underruns is limited to 10%. For example, for orders of 50 binders, there could be an underrun (rare) or overrun (common) of 1-5 binders. Because the final quantity is unknown until the production is complete, you will be invoiced in advance for the actual number ordered.

Adjustments for Under/Overruns: Once production is complete, we will adjust your account for any under/overrun. If there is an underrun, you will receive a refund or credit for the binders not produced or shipped. If there is an overrun, the additional binders will be shipped to you and you will be billed. We guarantee that over/underruns will not exceed 10% of the original order quantity.

Florida Sales Tax: Sales tax will be added for orders shipped to Florida addresses only.

Shipping: Binders are shipped via UPS ground service and we will quote a final shipping price once you provide us with the quantity.

Setup / Die Charges: Custom stamping and debossing dies (for titles and logos) will be manufactured for you. Die charges are a one-time cost and dies are re-usable when re-ordering. There is no charge for titles that include "Estate Planning Portfolio" or "Corporate Minute Book" as we have stamp and deboss dies for this purpose. Cost for each custom stamp or deboss die is \$75.00. We can discuss die requirements once we have your specifications.

Art Charges: There is no art charge if your art work is presented in camera ready format. If the art is presented in other formats that require a conversion, the charge to make your art "camera ready" is \$100.00.

Payment Information: Payment is due at the time custom binders are ordered. We accept checks and all major credit cards. Checks should be made payable to ProSoft Associates, LLC. For orders paid by check, production will begin after the check arrives and the art proof is accepted.