



**Print and Mail Services**

Vendor Equipment & Service List

Date \_\_\_\_\_

Complete all sections of form that apply to your business. You may include your company's pricing and equipment list.

**Return form to:**

Jane Lawrence  
Print & Mail Services  
City of Mesa  
316 E. Sixth St.  
P.O. Box 1466  
Mesa Arizona 85211-1466

480.644.3372 Tel  
480.644.2888 Fax

**Thank you!**

**Type of Printer**

- Quick/Small Commercial       Medium Commercial       Large Commercial
- Business Forms                       Decals                               Labels
- Large Format                               Silkscreen/Embroidery       Promotional Items
- Envelopes
- Other: \_\_\_\_\_

**Quality**       Basic       Good       Premium       Showcase

**Turnaround Time**      \_\_\_\_\_ Days to Proof      \_\_\_\_\_ Days to Delivery

**Free pickup and delivery**     Yes     No    **Email Address** \_\_\_\_\_

**FTP upload site** \_\_\_\_\_    **Website Address** \_\_\_\_\_

**Sheetfed Offset Presses**

Model \_\_\_\_\_ Max sheet size \_\_\_\_\_ x \_\_\_\_\_ Min Size \_\_\_\_\_ x \_\_\_\_\_ # colors \_\_\_\_\_  perfector

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**Digital Presses**

Model \_\_\_\_\_ Max sheet size \_\_\_\_\_ x \_\_\_\_\_ Min Size \_\_\_\_\_ x \_\_\_\_\_

Model \_\_\_\_\_ Max sheet size \_\_\_\_\_ x \_\_\_\_\_ Min Size \_\_\_\_\_ x \_\_\_\_\_

**Web Offset Presses**

Model \_\_\_\_\_ Maximum roll width \_\_\_\_\_ Cutoff \_\_\_\_\_ # colors \_\_\_\_\_

Model \_\_\_\_\_ Maximum roll width \_\_\_\_\_ Cutoff \_\_\_\_\_ # colors \_\_\_\_\_

**Copiers**

Model \_\_\_\_\_ Max sheet size \_\_\_\_\_

Model \_\_\_\_\_ Max sheet size \_\_\_\_\_

**Color Copiers**

Model \_\_\_\_\_ Max sheet size \_\_\_\_\_

Model \_\_\_\_\_ Max sheet size \_\_\_\_\_

**Large Format Flatbed**

Model \_\_\_\_\_ Max size \_\_\_\_\_ x \_\_\_\_\_ Min Size \_\_\_\_\_ x \_\_\_\_\_

Model \_\_\_\_\_ Max size \_\_\_\_\_ x \_\_\_\_\_ Min Size \_\_\_\_\_ x \_\_\_\_\_

**Other Processes**

- Diecutting     Numbering     Perforating     Embossing     Laminating     Silkscreening
- Engraving     Foiling     Tabs     Rubber Stamps     Letterpress
- \_\_\_\_\_     \_\_\_\_\_     \_\_\_\_\_

**Bindery**

Folder Model \_\_\_\_\_ Max sheet size \_\_\_\_\_ x \_\_\_\_\_ Min Size \_\_\_\_\_ x \_\_\_\_\_

Folding capabilities \_\_\_\_\_

- Padding     Saddle Stitching     Stapling     Drilling     Scoring
- Comb Binding     Velo Binding     Spiral/Coil Binding     Wire Binding     Perfect Binding
- \_\_\_\_\_     \_\_\_\_\_     \_\_\_\_\_

**Prepress & Digital Services**

- Output to Negative     Slides/Transparancies     LaserPrints     Blueline     Matchprints     ColorProof
- Halftones     Separations     Stripping     Platemaking     \_\_\_\_\_
- Typeset/Layout     Graphic Design     \_\_\_\_\_

PC \_\_\_\_\_ Mac \_\_\_\_\_

PC \_\_\_\_\_ Mac \_\_\_\_\_

PC \_\_\_\_\_ Mac \_\_\_\_\_

Flatbed Scanner \_\_\_\_\_ Drum Scanner \_\_\_\_\_

Other Services \_\_\_\_\_

**Software and Version Numbers**

- PhotoShop \_\_\_\_\_  InDesign \_\_\_\_\_  QuarkXpress \_\_\_\_\_  Illustrator \_\_\_\_\_  Freehand \_\_\_\_\_  CorelDraw \_\_\_\_\_
- \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

**Previous Customer References**

Name \_\_\_\_\_ Name \_\_\_\_\_

Organization \_\_\_\_\_ Organization \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Name \_\_\_\_\_

Organization \_\_\_\_\_ Organization \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

**Comments** \_\_\_\_\_