



Print and Mail Services

Vendor Equipment & Service List

Date _____

**Please staple three (2)
COMPANY BUSINESS CARDS
here!**

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
Mail, Print and Graphics Services
City of Mesa
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
- Banners Silkscreen/Embroidery Promotional Items
- Notebooks 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
- Model _____ Max sheet size _____ x _____ Min Size _____ x _____ # colors _____ perfector
- Model _____ Max sheet size _____ x _____ Min Size _____ x _____ # colors _____ perfector

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 _____

Letterpresses

- Model _____ Max size _____ x _____ Min Size _____ x _____ Primary function _____
- Model _____ Max size _____ x _____ Min Size _____ x _____ Primary function _____

Other Processes

- Diecutting Numbering Perforating Embossing Laminating Silkscreening
- Engraving Hot Stamping Thermography Foiling Rubber Stamps Tabs
- _____ _____ _____

Bindery

Folder Model _____ Max sheet size _____ x _____ Min Size _____ x _____

Folding capabilities _____

- Padding Saddle Stitching Stapling Drilling Scoring
- Comb Binding Velo Binding Spiral Binding Wire 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 _____

Imagesetter _____ Removable Media Device _____

Removable Media Device _____ Removable Media Device _____

Other Services _____

Software and Version Numbers

- PhotoShop _____ InDesign _____ QuarkXpress _____ Illustrator _____ Freehand _____ CorelDraw _____
- _____ _____ _____

Previous Customer References

Name _____ Name _____

Organization _____ Organization _____

Phone _____ Phone _____

Comments _____

