

To submit this form you can e-mail this form to **jeff@ejmedler.com** and put "RFQ" in the subject line **OR** you can print and fill out this form and fax it to E.J. Medler Design at **585.395.1844**.

We will contact you by the next business morning with any requested information and pricing.

Your Name: _____

Company Name: _____

Shipping Address (if different from Billing Address): **We cannot ship to P.O. Boxes!**

Billing Address:

Phone: Fax: _____

E-mail: _____

Are you authorized to make this purchasing decision for your company? **YES NO** (circle one)

If **NO** Authorizing Purchasing Agent: _____

Phone: Extension: _____

RFQ Information

Please be as descriptive as possible; please be sure to indicate if you will require our graphic design services.

Applicable taxes and freight charges will be added to your order.

Graphics

- ◆ Acceptable file formats are PDF, Adobe Illustrator (.ai or .eps) or Adobe Photoshop (.psd, .tif, .eps - .jpg files are not recommended as the compression can cause lower quality).
- ◆ Fonts need to be embedded, converted to outlines or rasterized/flattened depending on the file format to ensure proper printing.
- ◆ Files should be a minimum of 100 dpi at full size with 1/4" bleed all around.
- ◆ Additional graphic guidelines are available upon request.