### QUOTE/ORDER FORM: OFF33 Printing/Copying Services

**Exhibit 1**

<table>
<thead>
<tr>
<th>Ordering Department Information</th>
<th>Contractor Information</th>
<th>Printing Services Required Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Name:</td>
<td>□ Job Quote Due Date ____________</td>
</tr>
<tr>
<td>Contact:</td>
<td>Contact:</td>
<td>□ Proofs Due Date _______________</td>
</tr>
<tr>
<td>Phone:</td>
<td>Phone:</td>
<td>□ Printing Job Due Date __________</td>
</tr>
<tr>
<td>Fax:</td>
<td>Fax:</td>
<td></td>
</tr>
</tbody>
</table>

| Send Proofs to:                | Ship to:               | Bill to:                         |
| Agency Name & Address:         | Agency Name & Address  |                                  |

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Document Title/Form No.</th>
<th>Previous Document (Re-run?)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(No underruns/overruns allowed)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Specifications Submitted by:  | Specifications Prepared by: (if not the same as submitted by) |
| Name                          | Name                        |
| Address                       | Address                     |
| Phone #                       | Phone #                     |
| eMail                         | eMail                       |

### SPECIFICATIONS

**Printing**
- **No. of Pages/originals or Parts of the Form _______**
- □ One Side
- Two Sides:
  - □ Head to Head
  - □ Head to Foot
  - □ Other: _________
- **Size:**
  - □ 8-1/2 x 11
  - □ 8-1/2 x 14
  - □ Other: _________
- **Envelope:**
  - □

**Paper Description**
- **Text Name:**
  - Type: _________
  - Color: _________
- **Basis Weight:**
- **Cover Name:**
  - Type: _________
  - Color: _________
  - Basis Weight:

**Ink**
- □ Black
- Other - (Specify PMS) _________
- □ 4 Color Process
- □ Other (Specify) _________

### Bindery
- **Staple:**
- □ Top
- □ Side
- □ Perfect Bound
- □ Upper Left Corner
- **Sheets Per Pad:** _________
- **Drilling:**
  - □ 2 Hold Std.
  - □ 3 Hold Std.
  - □ Tape Bound
  - □ Wire-O
  - □ Other: _________
  - Color of Tape or Wire: _________
  - Drilling: _________
  - Select wire or Tape:
  - Color: _________

### Additional Specifications (attach additional sheets if necessary)

<table>
<thead>
<tr>
<th>ITEMIZED COSTS (Use Additional Sheets if necessary), FOB Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Breakdown</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**TOTAL:**

Recycled paper logo and/or words “Printed on Recycled Paper” **MUST** appear on all printed pieces

Authorized Contractor Signature: __________________________ Date: __________________________

Acceptance by: Eligible Entity-Signature: __________________________ Date: __________________________