

Prepare a quote for the following order:

Mrs. Ramage has ordered 1075 change of address post cards. The design, one up, is emailed to Mrs. Orr. The standard post card (3 ½ x 6) can be printed 3 per 8.5 x 11, on white 90# index stock. This job does not have bleed and is one color (cyan).

After conferring with the various departments you have the following information:

Design will need .75 hours to arrange the post cards 3/page.

Pre-press will need .5 hours to proof and create the plates.

Printing will need .5 hours to print the cards and estimates using 0.375 pounds of ink.

Bindery will need .25 hours to cut, package, and wrap the order.

VIT has a 30% mark-up rate.