



DOCUMENT SOLUTIONS

Missouri Office of Administration

4720 SCRUGGS STATION ROAD, JEFFERSON CITY, MO 65109
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CUSTOMER INFORMATION

CONTACT PERSON		
ADDRESS		ROOM NUMBER
CITY	STATE	ZIP
DEPARTMENT	DIVISION	
SECTION/PROGRAM		
TELEPHONE NUMBER	AUTHORIZED BY	
EMAIL ADDRESS		

ESTIMATE

Due to fluctuating material costs, pricing is subject to change. Customer may request a new estimate at time of production. Required changes or revisions may result in additional charges.

GIVEN BY / ESTIMATE NUMBER	QUANTITY
ESTIMATE AMOUNT	DATE

DELIVERY INFORMATION

<input type="checkbox"/> DELIVER	ORGANIZATION NAME	
<input type="checkbox"/> SHIP		
<input type="checkbox"/> PICK-UP	CONTACT PERSON	
ADDRESS		ROOM NUMBER
CITY	STATE	ZIP
NO. OF BOXES	RECEIVED BY SIGNATURE	DATE
	X	
DELIVERY INSTRUCTIONS		
DATE DELIVERED	DELIVERED BY (COMPLETED BY DOC SOLUTIONS)	

JOB SPECIFICATIONS

DOC SOLUTIONS CUSTOMER CODE	JOB NUMBER (COMPLETED BY DOC SOLUTIONS)	
AGENCY PO NUMBER	FORM #, LIT #, DOC # (IF APPLICABLE)	
DOCUMENT TITLE		
DATE SUBMITTED	DATE REQUIRED	
TYPE OF JOB		PREVIOUS JOB NUMBER
<input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> EXACT REPRINT		
<input type="checkbox"/> BUSINESS CARDS – QUANTITY <input type="checkbox"/> 250 <input type="checkbox"/> 500 <input type="checkbox"/> 1000		
<input type="checkbox"/> GRAPHIC DESIGN REQUESTED		<input type="checkbox"/> FILLABLE PDF
SENDING DOCUMENT FILES BY		
<input type="checkbox"/> EMAIL <input type="checkbox"/> FLASH DRIVE <input type="checkbox"/> MOFTP <input type="checkbox"/> _____		
NUMBER OF PAGES	TOTAL NO. OF FINISHED PIECES	FINISHED SIZE
<input type="checkbox"/> 1-SIDED <input type="checkbox"/> 2-SIDED <input type="checkbox"/> B & W <input type="checkbox"/> COLOR <input type="checkbox"/> BLEED		
<input type="checkbox"/> SHRINK WRAP <input type="checkbox"/> HOLE PUNCH <input type="checkbox"/> PAD <input type="checkbox"/> BIND <input type="checkbox"/> MAIL (SPECIFY DETAILS BELOW IN THE JOB DESCRIPTION)		
JOB DESCRIPTION		
PRODUCTION COMPLETION DATE (COMPLETED BY DOC SOLUTIONS)		

DS001
3/2025