



Division of General Services
Document Solutions

4720 SCRUGGS STATION ROAD, JEFFERSON CITY, MO 65109
P: 573.751.3307 DOCUMENTSOLUTIONS.MO.GOV

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

☐ DELIVER

ORGANIZATION NAME

☐ SHIP

☐ 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

☐ NEW ☐ REVISED ☐ EXACT REPRINT

☐ BUSINESS CARDS – QUANTITY ☐ 250 ☐ 500 ☐ 1000

☐ GRAPHIC DESIGN REQUESTED

☐ FILLABLE PDF

SENDING DOCUMENT FILES BY

☐ EMAIL ☐ FLASH DRIVE ☐ MOFTP ☐ _____

NUMBER OF PAGES

TOTAL NO. OF FINISHED PIECES

FINISHED SIZE

☐ 1-SIDED ☐ 2-SIDED ☐ B & W ☐ COLOR ☐ BLEED

☐ SHRINK WRAP ☐ HOLE PUNCH ☐ PAD ☐ BIND ☐ MAIL
(SPECIFY DETAILS BELOW IN THE JOB DESCRIPTION)

JOB DESCRIPTION

PRODUCTION COMPLETION DATE (COMPLETED BY DOC SOLUTIONS)

We strive to provide excellent
customer service, every time.

Tell us how we did!

