



Quote Request for a Custom Form or Report

If you need a custom form or report, please complete this form, and fax it to the DDMS Report Writer Department at **682-831-9909**. A Support technician will fax this form back to you with an estimate. If you agree to the estimate, you'll sign the form in the lower right corner and fax it again.

Date: ___ / ___ / ___

Company Name: _____ Account #: _____

Contact Person : _____ Phone Number: _____

Fax Number: _____

Custom format type (circle one): Invoice Pick Ticket Statement Report Label

Additional information: _____

What are the brand and model number of the printer will you use to print this custom document? brand: _____ model#: _____

When do you think you will need this custom format by? (allow 6-8 weeks) ___ / ___ / ___

We bill all custom reports and forms at \$85.50 per hour, with a one hour minimum.

We will also need the following from you if we are reproducing an existing form or report for you:

- 20 printer-ready copies of the form you intend to use when printing this document
- A copy with information printed on it
- An explanation of all blank fields.

DDMS Use Only

Estimated hours: _____

Estimated cost: _____

Estimated completion date ___ / ___ / ___

Tech's initials: _____

Sept 2002 Revision • Item # H-CUSQUOTE

I agree to the terms and estimate:

Signature: _____

Title: _____ Date ___ / ___ / ___

Shipment method (circle one):

UPS ground USPS priority mail (DDMS pays)

UPS red UPS blue UPS orange (customer pays)