



## 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 **817-431-0956**. 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: \_\_\_\_\_

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### 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)