

# Quote Request

Printing & Assembling of Section 8 HCV Re-certification Packets and 2 envelopes

**Quotes due September 16, 2013 @ 10:00 a.m.**

**Fax to Corinne Lisefski at (412) 456-5007**

## Scope of Work

### Section 8/HCV Recertification Packet:

- Quantity: 1,500 packets
- Cover 4 over 4/1 65# Cardstock – White Gloss
- Interior (44 pages includes print on both sides ) 4/4 70# offset
- Finished Size: 8.5 x 11 inches
- Finish: Fold, Stitch & Trim
- PDF of Artwork Provided
- Color proof – Hard Copy requested
- Example Included in Quote Request

### Envelope 1:

- Quantity : 1,500 envelopes
- 9" x 12" 24# White Woven Open Ended Envelope
- Print 4/0 (Including HACP Logo and Return Address in Upper left corner and also the HACP Return Address in Center (Addressee Section))
- Example Included in Quote Request

### Envelope 2:

- Quantity: 1,500 envelopes
- 10" x 13" 24# white Woven Open Ended Envelope
- Print 4 over 0 (Including HACP Logo and Return Address in Upper left Corner)
- Example Included in Quote Request

Bid does not include additional work. If additional work is required, vendor must have written approval from HACP prior to work being performed.

Please contact Corinne Lisefski at 412.456.5000 ext 8546 with any questions about the above scope.

# Printing Assembling of Section8 HCV Re-certification Packets and 2 envelopes

Due 9/16 @ 10 am

Cost for Section 8/HCV Recertification Packet: \$ \_\_\_\_\_

Cost for Envelope 1: \$ \_\_\_\_\_

Cost for Envelope 2: \$ \_\_\_\_\_

**Total Bid amount for all work: \$** \_\_\_\_\_  
(add the above amounts together)

Total Bid amount  
\_\_\_\_\_ dollars  
In words

Contract award will be based on total bid amount

(Please print clearly)

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_  
(of person signing)

Address: \_\_\_\_\_  
(of company)

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_