

Quote Request

Design of The Annual Report (2014)

Quotes due October 14, 2015 @ 11:00 a.m.

Fax to Debbie Norkevicius at (412) 456-5007

SCOPE OF WORK

To design a 16-page plus cover booklet (print both sides). The Annual Report (for the year of 2014) will be printed in full color with bleeds. The booklet would contain approximately 16 full color digital photos supplied by HACP. The Vendor will be responsible for providing the following:

- Concept, design, computer graphics and typesetting of the entire Annual Report
- 15-20 (approximately) Hi-Res digital photos will be supplied to selected Vendor
- Develop graphics as needed
- Color Proofs (3 total)
- Must include 3 revisions to the layout as requested by the client in the total cost
- Production of mechanicals to disk or pdf. for printer
- Courier charges should be included in the cost
- WEB ready pdf and write a CD convert printer pages to single pages
- Proofreading and editing for all copy
- Checking pre-production proofs and press check
- A sample copy is available for review upon request.

Please contact Debbie Norkevicius at 412.456.5000 Ext. 8505 or Debbie.Norkevicius@HACP.org with any questions about the above scope.

Quote Request

Design of The Annual Report (2014)

Quotes due 10/14/15 @ 11:00 a.m.

Contract award will be based on lowest total bid amount

Total Bid Amount: \$ _____

Total Bid Amount in words: \$ _____

(Please print clearly)

Company Name: _____

Address: _____
(of company)

Signature: _____

Print Name: _____
(of person signing)

Phone Number: _____ Fax: _____

Email: _____