

Quote Request

Printing and Mailing of 2013 News and Views Newsletter Winter

Quotes due December 3, 2013 @ 2:00 p.m.

Fax to Kim Detrick at (412) 456-5007

Scope of Work

2013 HACP Spring/ Summer newsletter (News & Views) Printing and Mailing only:

Quantity # 1 9000 pieces to include: pieces are to have our standard postage, permit # will be provided
Addressed and tabbed (addresses provided on disk or emailed in an excel file
Delivered to US Post Office for mailing

Quantity # 2 500 pieces without postage or addressed, shipped to HACP address below (size 8.5 x 11)

Size 8.5 x 11

of Pages 12 page, self-cover

Stock 80# white glossy text

Ink Color 4/4 process color throughout

Other Full bleeds
Color proof –hard copy
Trimmed, saddle stitched and folded 5.5” x 8.5 (Quantity 1 only (9000))
Digital files supplied by customer

Artwork and press check by TBD

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

Ship balance of News & Views to:

Housing Authority of the City of Pittsburgh
Community Affairs Department
200 Ross Street, 8th Floor
Pittsburgh, PA 15219

Please contact Kim Detrick at 412.456.5000 ext 8502 with any questions about the above scope.

Quote Request

Printing and Mailing of 2013 News and Views Newsletter Winter

Due: 12/2/13 at 2 pm

Total Bid amount for all work: \$ _____

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: _____