

Quote Request

Printing and Mailing of 2016 HCV Postcards

Quotes due October 26, 2016 @ 10:00 a.m.

Fax to Debbie Norkevicius at (412) 456-5007

SCOPE OF WORK

2016 Post card Printing ,Mailing & Postage (Design by HACP):

Quantity # 1 5,661(estimated) pieces:

Postage will need to be provided as we will not be utilizing our Permit No. at this time.

Finished Size 5.5" x 8.5"

Addressed (addresses provided via email in an excel file)

Delivered to US Post Office for mailing

Stock 100# Wht skid - with Aqueous coating – information side not mailing side.

Ink Color 4/4 process color throughout

Other Full bleeds

Color proof - PDF

Trimmed

Digital files supplied by HACP

Artwork by HACP

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.

Please contact Debbie Norkevicius at 412-456-5000 Ext. 8505 or
Debbie.Norkevicius@HACP.org with any questions about the above scope.

Quote Request

Printing and Mailing of 2016 HCV Postcards

Quotes due 10/26/16 @ 10:00 a.m.

Contract award will be based on lowest total bid amount

Description	Cost
Amount for Printing of Postcards	\$
Postage	\$
TOTAL	\$

Grand Total Bid Amount: \$ _____

Grand Total Bid Amount in words: \$ _____

(Please print clearly)

Company Name: _____

Address: _____
(of company)

Signature: _____

Print Name: _____
(of person signing)

Phone Number: _____ Fax: _____

Email: _____