

Quote Request

Printing and Mailing of 2017 V-PAC Newsletter

Quotes due March 6, 2017 @ 2:00 p.m.

Fax to Debbie Norkevicius at (412) 456-5007

SCOPE OF WORK

2017 V-PAC Newsletter Printing and Mailing only (Design by HACP):

- Quantity # 1** 5,876 pieces to include. Postage will need to be provided as we will not be provided. We will not be utilizing our permit number at this time. Please include separate line item for postage.
- Size** (11x17: final folded size 8.5x5.5)
Addressed and tabbed (addresses provided via email in an excel file)
Delivered to US Post Office for mailing
- No. of Pages** 4 page, self-cover
- Stock** 80# white glossy text
- Ink Color** 4/4 process color throughout
- Other** Full bleeds
Color proof - PDF
Trimmed and folded
Digital files supplied by HACP
UV Coating throughout

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.

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Quotes due 3/6/2017 @ 2:00 p.m.

Contract award will be based on lowest total bid amount

| | No. | TOTAL |
|------------------------|-------|-------|
| Printing of Newsletter | 5,876 | \$ |
| Postage | 5,876 | \$ |
| GRAND 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: _____