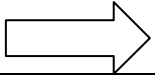


# Quote Request

Printing and Mailing of HCV Application

**Quotes due November 3, 2016 @ 11:00AM**



**Fax to Debbie Norkevicius at (412) 456-5007**

## Scope of Work

2016 V-PAC Application Printing, Mailing and Postage (Design by HACP):

**\*Application must be mailed 7 days from receipt of files.**

2 pages, 2 sided application, which requires a mail merge

Item # 1      5,661(estimated) pieces to include: Postage will need to be provided as we will not be utilizing our permit number at this time. Please include separate line item for postage.

Size            8.5 x 11  
Addressed and tabbed (addresses provided via email in an excel file)  
Delivered to US Post Office for mailing

# of Pages    2 Pages (Print both sides)

Stock          60# White offset

Ink Color     Letters 1/1

Item #2       5,661 (estimated) , #10 mailing envelope, 1/0 print

Other          Folded  
Digital files supplied by HACP  
Please provide cost of postage as separate bid.

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.

For more information or questions, please contact Debbie Norkevicius  
@412-456-5000 X 8505 or [Debbie.Norkevicius@HACP.org](mailto:Debbie.Norkevicius@HACP.org)

# Quote Request

## Printing and Mailing of HCV Application

Quotes due 11/3/2016 @ 11:00AM

**Contract award will be based on lowest total bid amount**

Description	Cost
Amount for Printing of Application	\$
Postage	\$
<b>TOTAL</b>	\$

Grand Total Bid Amount: \$ \_\_\_\_\_

Grand Total Bid Amount in words: \$ \_\_\_\_\_

**Contract award will be based on lowest average bid amount**

(Please print clearly)

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

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

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

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

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

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