

Quote Request

**Printing & Assembling of Section 8 HCV Re-certification
Packets and 2 envelopes**

Quotes due November 24, 2014 @ 2:00 p.m.

Fax to Debbie Norkevics at (412) 456-5007

Scope of Work

Section 8/HCV Recertification Packet:

- Quantity: 1,500 packets
- Cover 4/1 65# Cardstock – White Gloss
- Interior (44 pages includes print on both sides) 4/4 70# offset
- Finished Size: 8.5 x 11 inches
- Finish: Fold, Stitch & Trim
- PDF of Artwork Provided
- Color proof – Hard Copy requested
- Example Included in Quote Request

Envelope 1:

- Quantity: 1,500 envelopes
- 9" x 12" 24# White Woven Open Ended Envelope
- Print 4/0 (Including HACP Logo and Return Address in Upper left corner and also the HACP Return Address in Center (Addressee Section))
- Example Included in Quote Request

Envelope 2:

- Quantity: 1,500 envelopes
- 10" x 13" 24# white Woven Open Ended Envelope
- Print 4/0 (Including HACP Logo and Return Address in Upper left Corner)
- Example Included in Quote Request

****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 Norkevics at 412.456.5000 Ext. 8505 or
Debbie.Norkevics@HACP.org with any questions about the above
scope.**

Quote Request

Printing & Assembling of Section 8 HCV Re-certification
Packets and 2 envelopes

Due: 11/24/14 at 2:00 pm

Cost for Section 8/HCV Recertification Packet: \$ _____

Cost for Envelope 1: \$ _____

Cost for Envelope 2: \$ _____

Total Bid amount for all work: \$ _____
(add the above amounts together)

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: _____