

Quote Request

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

Quotes due April 11, 2012 @ 11:00 a.m.

Fax to Corinne Lisefski at (412) 456-5007

Scope of Work

Printing of Recertification Packet Plus Accompany Envelopes (2) PDF samples provided separately.

Section 8/ HCV Re-certification Packet:

- Quantity: 1,500 packets
- Cover 4/4 65# Cardstock – White Gloss
- Interior (36 pages, which includes printing on both sides) 4/4 70# offset
- Forms to be highlighted as indicated
- Finished Size: 8.5 x 11 inches
- Finish: Fold, Stitch & Trim
- PDF of Artwork Provided

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))

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)

Please contact Corinne Lisefski at 412.456.5000 ext 8546 with any questions about the above scope.

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

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

Quotes Due: 4/11 at 11 am

Cost for Section 8/HCV Re-certification 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: _____