

Quote Request

Printing of Recertification Packet plus Accompanying Envelopes

Quotes due February 21, 2019 @ 10:00AM

**Fax to Travis Albright at (412) 456-5007 or
email to Travis.Albright@HACP.org**

HCV Recertification Packets

Scope of Work:

Delivery of all Packets & Envelopes to 200 Ross Street, Ste. 705, Pittsburgh, PA 15219

Section 8/HCV Recertification Packet:

- Quantity: 1,500 packets printed and assembled
- Cover - 4/0 - 65# Cardstock – White Gloss – 11”x 17” – Flat Size
- Interior (36 pages, which includes print on both sides) – 4/4 – 70# offset – 11”x 17” - Flat Size
- 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.

For more information or questions, please contact Travis Albright @ 412-456-5000 x8505 or Travis.Albright@HACP.org

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Quotes due 2/21/2019 @ 10:00 a.m.

Printing	Quantity	Costs
Section 8/HCV Recertification Packet	1,500	\$
9"x 12" — 24# White Woven Open Ended Envelope	1,500	\$
10"x 13" — 24# White Woven Open Ended Envelope	1,500	\$
TOTAL		\$

Total Cost: \$ _____

Total Cost: \$ _____
(in words)

Contract award will be based on lowest responsive and responsible bid amount

(Please print clearly)

Company Name: _____

Address: _____
(of company)

Signature: _____

Print Name: _____
(of person signing)

Phone Number: _____ Fax: _____

Email: _____