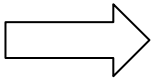


Quote Request

Printing and Mailing of 2019 Summer News & Views Newsletter

Quotes due July 18, 2019 @ 11:00 AM



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

Scope of Work

2019 HACP Summer Newsletter (News & Views) Printing and Mailing only (Design by other):

Quantity # 1 9,700 (estimated) pieces to include: pieces have our standard postage permit # for
Pittsburgh, Pennsylvania will be provided
Size (11x17: finished folded size 8.5x5.5)
Addressed and tabbed (addresses provided via email in an excel file)
Delivered to US Post Office for mailing

****NOTE: If our postage permit is invalid in your state add postage as a separate line item.**

Quantity # 2 500 pieces without postage or addressed, shipped to the Housing Authority of the
City of Pittsburgh address below
Size (11x17: folded size 8.5x11)

of Pages 12 page, self-cover

Stock: 80# white glossy text

Ink Color: 4/4 process color throughout

Other: Full bleeds
Color proof - PDF
Trimmed, saddle stitched and folded
Digital files supplied by customer
Aqueous Coating throughout

Artwork by Miller Creative Group, 412-281-1700

**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.**

Quote Request

Printing and Mailing of 2019 Summer News & Views Newsletter

Ship balance of News & Views to:

Housing Authority of the City of Pittsburgh
Community Affairs Department
200 Ross Street, Suite 808
Pittsburgh, PA 15219

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

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TYPE OF PRINTING	NUMBER OF COPIES	TOTAL
Folded Newsletters for Mailing to be Delivered to Post Office	9,700	
Flat Newsletters (8.5x11) to be delivered to HACP	500	

Total Cost: \$ _____

Total Cost: \$ _____
(in words)

Contract award will be based on lowest responsive and responsible bid amount for printing and mailing only.

* If our postage permit is invalid in your state or location add postage as a separate line item below:

Postage Cost: \$ _____

Postage Cost: \$ _____
(in words)

(Please print clearly)

Company Name: _____

Address: _____
(of company)

Signature: _____

Print Name: _____
(of person signing)

Phone Number: _____ Fax: _____

Email: _____