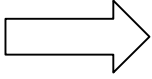


Quote Request

Printing and Mailing of 2020 Summer News and Views Newsletter

Quotes due: June 12, 2020, @ 2:00 P.M.



**Email to Brandon Havranek at
Brandon.Havranek@HACP.org**

Scope of Work

2020 HACP Summer Newsletter (News & Views) Printing and Mailing only (Design by other):

Quantity # 1 8,500 (estimated) pieces to include: pieces have our standard postage permit # for Pittsburgh, Pennsylvania
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 or location add postage as a separate line item.**

Quantity # 2 500 pieces without postage or addressed, delivered/shipped to Housing Authority of the City of Pittsburgh

Size 11x17: finished 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

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.

Newsletters must be mailed 7 working days from receipt of approved files.

Quote Request

Printing and Mailing of 2020 Summer News and Views Newsletter

Ship balance of News & Views to:

Housing Authority of the City of Pittsburgh
Community Affairs Department
200 Ross Street, 8th Floor
Pittsburgh, PA 15219

For more information or questions, please contact Brandon Havranek @
412-643-2869 or Brandon.Havranek@HACP.org

Quote Request

Printing and Mailing of 2020 Summer News and Views Newsletter

Quotes due; June 12, 2020 @ 2:00 P.M

TYPE OF PRINTING	NUMBER OF COPIES	TOTAL
Folded Newsletters for Mailing to be Delivered to Post Office	8,500	\$
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

* 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: _____