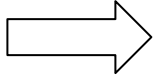


# Quote Request

Printing and Mailing of 2020 Winter News and Views Newsletter



**Quote is due December 11, 2020, @ 10:00 A.M.**

**Email bids to [Brandon.Havranek@HACP.org](mailto:Brandon.Havranek@HACP.org)**

## Scope of Work

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

# 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

**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

Artwork by    MJ Creative Team

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 Winter News and Views Newsletter

Ship balance of News & Views to:

Housing Authority of the City of Pittsburgh  
RE: Community Affairs  
201 Kirkpatrick Street  
Pittsburgh, PA 15219

For more information or questions, please contact Brandon Havranek @  
412-643-2869 or [Brandon.Havranek@HACP.org](mailto:Brandon.Havranek@HACP.org)

# Quote Request

## Printing and Mailing of 2020 Winter News and Views Newsletter

Quote is due 12/11/20 @ 10:00 AM

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 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: \_\_\_\_\_