

Quote Request

Printing and Mailing of 2021 Summer News and Views Newsletter

Scope of Work

2021 HACP Summer Newsletter (News & Views) Printing and Mailing only (Design by other):

Quote is due July 16, 2021, @ 2:00 P.M.

**Fax to Samantha Tirk at (412) 456-5007 or
email to Samantha.Tirk@hacp.org**

# 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 # 2 200 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.

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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 Samantha Tirk @ 412-456-5000 x 2900 or Samantha.Tirk@hacp.org

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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	200	\$

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: _____