



Quote Request

Printing and Mailing of 2023 Summer News & Views Newsletter

Quote is due August 18, 2023 @ 2:00 p.m.

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

Email quote to Anna.Jasim@hacp.org fax 412-456-5007

Scope of Work

2023 HACP Summer Newsletter (News & Views) Printing and Mailing only (Design by other):

Quantity # 1 8,700 (estimated) pieces to include: pieces have our standard postage permit # 248 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.

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

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.

Ship balance of News & Views to:

Housing Authority of the City of Pittsburgh
Community Affairs Department
412 Boulevard of the Allies, Suite 712
Pittsburgh, PA 15219

Please contact Anna Jasim with any questions or concerns by email to Anna.Jasim@HACP.org, or call 412-456-5000, ext. ,2869 about the above scope of work.