

Quote Request

Design and Layout of 2026 HACP Fall News & Views Newsletter

Quotes Due: September 24, 2026 @ 2:00 P.M.
Email Quotes to: Thomas.Mitchell@hacp.org

Scope of Work

2026 HACP Fall Newsletter (News & Views) Design and Layout only (Printing and Mailing by other):

Quantity # 1 Design and layout

Size 8.5 x 11: finished final folded size 8.5 x 5.5, stapled with head of household mailing

Quantity # 2 1 Interactive PDF

Other	# of Pages	12
	Design and Layout	Self-cover, full color
	Proofreading and editing for all copy	
	3 sets of revisions with HACP approvals	
	File preparation for printer	

Printing and Mailing by Others

Special Instructions Bid does not include additional work. If additional work is required, the 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

Newsletters Must Be Mailed 7 Working Days From Receipt Of Approved Files in November

For more information or questions, please contact Thomas Mitchell
at 412-643-2739 or Thomas.Mitchell@HACP.org

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Design and Layout of 2026 HACP Fall News & Views Newsletter

Quotes Due September 24, 2026 at 2:00 P.M.

SERVICE	TOTAL
Design and layout of 12-page newsletter	\$
Interactive PDF	\$

Total Cost: \$

Total Cost: \$

(in words)

Contract award will be based on the lowest responsive and responsible bid amount

(Please print clearly)

Company Name:

Address:

(of company)

Signature:

Print Name:

(of person signing)

Phone Number: Fax:

Email:

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