Department/College

Address:

Office: | Email:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return quote response no later than: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to attention of:**

**Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Total Number of pages plus covers:

* Confirm Pages and pricing:  **\_\_ pages – $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Price**

**\_\_ pages – $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Price**

* Ink \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bleeds – yes or no

Type of varnish or aqueous coating

Spot or overall coverage

Confirm \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Final size \_\_\_\_\_\_ x \_\_\_\_\_\_

Confirm Size: \_\_\_\_\_\_\_\_\_

* Stock:

Grade name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paper finish (gloss, silk, uncoated) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paper weight(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paper color \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Confirm Stock Type: \_\_\_\_\_\_\_

* Bindery/Finishing:

Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of folds\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Packing/Shipping \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shrink-wrap – yes or no

Quantity per carton\_\_\_\_\_\_\_\_\_

Confirm Finishing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Printed on offset press or web press

Confirm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Quantity printed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Quantity mailed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Balance of \_\_\_\_\_\_\_ delivered to the address below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

The Florida State University

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tallahassee, FL 32306

* Schedule Delivery date(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OPTIONAL:

* Mailing list prep, run client list through National Change of Address System NCOA, deliver to USPS
	+ Confirm pricing for quantity to be mailed: **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Price**
* Use vendor’s non-profit mailing permit
* Print address names directly on magazines (labels not accepted)
* Provide at least two opportunities for press check while job is running to ensure color registration and quality control
* It is preferred that Supplier be able to print and do mail prep in house. If you cannot do print and mail prep in-house, please address here and let us know your process for this:
* Prepress work – must accept online file upload and proofing and supply a hardcopy proof to the address below:

Department Name, The Florida State University

Building Address, Room #

Tallahassee, FL 32306

* Note: Files will be delivered to the printer by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the magazine should be delivered in mailboxes by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Address prepress (proofing) and mailing list management:

* Confirm pricing includes production, postal processing from two mailing lists including deduplication, address imprinting, delivery to the Post Office with documentation, and a single local delivery of the extras past mail count.