

# MRPC Bid Sheet for Annual Report

**MRPC Annual Report:** 500 copies.....\$ \_\_\_\_\_

All type and photos will be camera-ready and delivered in electronic format (designed in InDesign).

**Cover:**

- At least 80# cover stock, silk cover or white matte finish, recycled stock (minimum 30 percent post-consumer recycled fiber). Recycled stock preferred. Sample required.
- Four-color CMYK printing on outside with satin aqueous coating. Some artwork and photos may include some solid and screened-tint elements.
- Four-color CMYK color on inside. Color may bleed.
- Front cover graphic may bleed; Up to 8 photographs
- Finished size is 8 1/2 inches by 11 inches (Horizontal layout)

Company and Name of stock bid \_\_\_\_\_

**Interior Pages**

- 80# text white recycled, enamel finish. Sample required.
- 48 pages (+4 Pages) with a foldout on page 3
- Four color CMYK
- The report will have approximately 30-40 photographs. Some may bleed.
- Report must be assembled (Stapled)

*Please provide details on stock bid and include sample.* \_\_\_\_\_

**Plus or minus 4 pages in report** .....\$ \_\_\_\_\_

**Photos (cost each if not included in above price)** .....\$ \_\_\_\_\_

**Other costs (Please Specify)** .....\$ \_\_\_\_\_

Delivery deadline is no later than Friday, October 17, 2019. When do you need to receive materials to meet this deadline? \_\_\_\_\_

Additional Information or Comments \_\_\_\_\_

MRPC has done business with many of the area printers. However, if you have not done business with MRPC, we ask that you provide three references with daytime phone numbers. Please provide two to three samples of similar work, also.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Submitted by: \_\_\_\_\_

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

Phone: \_\_\_\_\_

# MRPC Bid Sheet for Annual Dinner Invitations Materials

1. **Invitations:** 650 quantity.....\$ \_\_\_\_\_  
All type will be camera-ready.  
• 80# cover stock, silk cover or white matte finish, recycled stock (minimum 30 percent post-consumer recycled fiber). Recycled stock preferred. Sample required with bid.  
• Four-color printing on outside, includes photos. Some artwork may include some solid and screened-tint elements.  
• One color on inside.  
• Color may bleed on both sides.  
• No embossing on the invitation.  
• Finished size of invitations: Flat size is 7 inches by 10 inches. Folded size is 7 inches by 5 inches.  
• Will need to be scored and folded prior to delivery.  
*Company and Name of Stock Bid* \_\_\_\_\_  
*Is stock recycled: Yes No (If yes, what percentage \_\_\_\_\_)*

2. **650 reservation return cards**.....\$ \_\_\_\_\_  
• Silk cover or white matte finish, recycled stock preferred that will compliment invitation. Sample required.  
• Size: 4 1/4 by 5 1/2 inches  
• One ink printed on one side.  
• Camera ready  
*Company and Name of Stock Bid* \_\_\_\_\_  
*Is stock recycled: Yes No (If yes, what percentage \_\_\_\_\_)*

3. **650 reservation-return envelopes** .....\$ \_\_\_\_\_  
• White stock (minimum 30 percent post-consumer recycled fiber). Recycled stock preferred.  
• A-2 size to accommodate 4 1/4 by 5 1/2 inch RSVP card  
• Blue ink on white envelope, delivered camera ready.  
*Are envelopes recycled? Yes No*

4. **650 A-7 envelopes for invitations** .....\$ \_\_\_\_\_  
• White Stock. Recycled stock preferred.  
• No printing  
• Must be available prior to delivery of printed invitations.  
*Are envelopes recycled? Yes No*

*Other costs (Please Specify)*.....\$ \_\_\_\_\_

**TOTAL PRICE** .....\$ \_\_\_\_\_

Delivery deadline for printed stationary is no later than Tuesday, Sept. 4, 2019. When do you need to receive materials to meet this deadline? \_\_\_\_\_

Additional Information or Comments \_\_\_\_\_

Submitted by: \_\_\_\_\_ Phone: \_\_\_\_\_  
Company: \_\_\_\_\_ Date: \_\_\_\_\_

**Please refer to bid specifications for complete information.**