

Request for Proposal (RFP)

NO. PR-08-11202

TO: Printing Factory

FROM: Aisha Ali

New York City College of Technology

300 Jay Street

New York, NY 11201

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DESCRIPTION: City Tech Event Flyer – Type Director Club

QUANTITY: 4,000 each + 200 samples each for a total of 8,400 flyers.

NOTE: Printer to determine extra spoilage required for covers

SIZE: 8 ½ x 11

STOCK: printer supplied – 24lb bond/ 60lb text

PAGES: 2 pages – one sided

PRINTING/INK: 4/C process - flyer and cover.

DISTRIBUTION: 4,000 flyers each to one location. See page two for delivery address

breakdown.

FILE FORMAT/ MATERIAL: PDF of flyer and cover on discs. FTP site will be used for transmittal in the event of changed pages or misplaced/lost FedEx.

PROOF: One digital blueline to New York City College of Technology for review and "OK".

DUE DATE: flyers and covers due by 3/19/14 at the latest.

SHIP BULK FLYERS (both cover and flyer) TO:

8,000 -

New York City College of Technology

300 Jay Street

Brooklyn, NY 11201

SHIP REMAINING FLYERS (both cover and flyer)

4,000 -

City Tech Vorhees Building

186 Jay Street

Brooklyn NY, 11201

PRICE:

Unit Cost = \$ 1.29

TOTAL = \$ 5,796