

To: ADGA Department
300 Jay Street P100
Brooklyn, New York 11201

From: Joann Fung
Joann.Fung@mail.citytech.cuny.edu

Request for Proposal

Description: Postcard

Quantity: 250 copies

Trim Size: 4.25" x 5.5"

Color: 4/4 color

Stock: 80-lb glossy card stock

Inserts: None

Bleed: front has no bleed; back has bleed on all four sides

Binding: No binding

Prepress Requirement: PDF

Printing Process: Digital

File Format: PDF

of pages: One - front and back

Mailing: UPS Ground
NYCCT
300 Jay Street
Brooklyn, New York 11201

Due date: May 1, 2011