

Date: Dec 13, 2011

To: VistaPrint

From: Yan Bin Zheng  
Production Management Systems  
[Yanbin.zheng@mai.citytech.edu](mailto:Yanbin.zheng@mai.citytech.edu)

### Request for Proposal

TRIM SIZE:	Standard postcard; 4 x 5 1/2 in
PRINTING/INK:	4/4
PRINT PROCESS:	Digital Printing
QUANTITY:	250 copies
STOCK:	80-lb, glossy card stock
# OF PAGES:	1 page, front, black
BLEED:	Bleed, on the 1 <sup>st</sup> page, bottom right and top left.
PREPRESS REQUIREMENTS:	NONE
FILE FORMAT:	PDF
BLINDING/ FINISHING:	Envelopes needed
DISTRIBUTION/ SHIPPING:	Package & Shipped to: City College of Technology ADGA Department 11 Floor 300 Jay Street New York, NY 11201 Via UPS Ground
DUE DATE:	May 1, 2012