

NSCSD Print Bid 24-25-05  
 Bid Due: 10am Friday, May 24, 2024

Item No.	Item Name	Qty per order	# of Pgs.	Paper	Ink Color	Paper Color	Paper Weight	Description
1a	3 Part Form	1,000	3	8.5" x 11"	Black	CB White/CFB Canary/CF Pink	N/A	3-Part Carbonless
1b	3 Part Form	1,000	3	5.5" x 8"	Black	CB White/CFB Canary/CF Pink	N/A	3-Part Carbonless
1c	2 Part Form	1,000	2	8.5" x 11"	Black	CB White/CFB	N/A	2-Part Carbonless
2	Letterhead	500	1	8.5" x 11"	Black Text/Blue Logo	Cream Linen	28lb. Or 60lb. Off set	Logo in Blue Ink-Text on letterhead Black ink
2b	Blank	1,000	1	8.5" x 11"	None	Cream Linen	24lb. Or 60lb. Off set	Paper stock must match letterhead
3	Business Cards	500			(2) Reflux Blue & Black	Cream Linen	67lb. Or 80lb.	Includes centered text, common symbols & logo
4a	Security	2,500	NA	#10	Reflux Blue	White Security	24lb.	White security window with return address w/ logo
4b	Envelopes	2,500	NA	#10	Reflux Blue	White	24lb.	White with return address w/ logo
4c	Envelopes	2,500	NA	#10	Reflux Blue	Cream Linen	24lb.	Cream Linen with return address w/ Logo
4d	Envelopes	500	NA	#9	Reflux Blue	White	Stock	White envelope pre-printed with address & return address w/ logo
5	School Calendar	1300*	Cover: 4 Inside: 28 pages with separate 4 page	11" x 17"	2/2 2 pms (2nd color not necessarily black); full bleed. Separate 4 page middle insert black ink only.		Paper: 100 lb. coated text Cover: 100 lb. gloss coated Text: 70 lb. opaque uncoated Separate insert: 20lb. Uncoated	Cover: 4 pages; Interior: 28 pages; One hole drill; Saddle stitch; Separate 4 page insert in middle of the booklet 20lb 11x17 white paper, double sided print, black ink. Blueprint to be provided before printing; typesetting to be included in bid price; Convert MS Word mail file; to excel to get automated rate; Approx. 800 pieces to be wafer sealed and mailed; remainder delivered to district
<b>*Counts subject to change: Printer will label, tray, prepare bulk mail paperwork, deliver to Brewster Post Office and deliver remaining to District</b>								
6	4 Part Form	500	4	8.5" x 11"	Black	CB White/CFB Canary/CF Pink/CF Golden Rod	NA	4-Part Carbonless
7	Athletic Booklet	100	6	11" x 17"	Black	White	20lb. Bond or 50lb. Off set	Total of 6 pages; 11" x 17" double sided (21 page numbers) Folded to booklet and stapled
8	End of Year Certificates	(2) 1000	1		Reflux Blue and Gold	White/Buf	Stock	End of Year Certificates for Middle School & High School District to send artwork
9	Tri-Fold Brochure	200	1	8.5" x 11"	Multi-Colored	White Glossy	100lb. Off-set	Tri-fold double sided brochure
10	Tiger Times	(5) 500	10	11" x 17"	Black	White Offset	30 Newsprint	5-double sided pages - 11" x 17" finish; includes artwork; includes upload accessibility; includes next day ground shipping charges
11	OPTIONS Booklet	300	8	8.5" x 11"	Full color	White	Booklet pages: 20lb. Or 50 lb. off-set Booklet Cover: Glossy Card Stock	Booklet Size: 5.5" x 8.5"; Paper Size: 8.5" x 11"; Includes Artwork; Includes upload Accessibility; Includes ground shipping charge; 24 hour turn around time with overnight delivery
12	Commencement Booklet	1,000	16	8.5" x 11"	Full color	TBD	80lb. Bond	Booklet size: 5.5" x 8.5"; Paper size: 8.5" x 11"; Double sided print; Includes Artwork; Includes upload accessibility; Includes ground shipping charges
13	School Profile	40	4	11" x 17"	Reflux Blue and Black	White	32lb.	Double sided print; 11" x 17" folded to 8.5" x 11"