VENDOR ___________________________  AUTHORIZED SIGNATURE ___________________________

**DESCRIPTION:** View Book 2020 - Letter Shells  
**AGENCY:** Francis Marion University

**AGENCY CONTACT:** Katherine Barnette  
**PHONE NUMBER:** 843.661.1224

**QUANTITY** (per issue): _________  
**ISSUES** (per year): _________  
**FLAT SIZE:** 8.5x11  
**FOLDED SIZE:**

**PAGES:** _________  
- PLUS COVER _________  
- SELF COVER _________  
- OTHER: _________

**STOCK:**  
- Text: 100# Satin  
- Other: _________

**Cover:** _________  
- Other: _________

**INK:**  
- Text -  
- □ 1 Color _________  
- □ 2 Color _________  
- □ 3 Color _________  
- □ 4 Color Process _________  
- □ 5 Color _________  
- □ 6 Color _________  
- □ Other: _________  
- □ Bleeds (No. ____)

**Covers 1 & 4 - (Front & Back):**  
- □ 1 Color _________  
- □ 2 Color _________  
- □ 3 Color _________  
- □ 4 Color Process _________  
- □ 5 Color _________  
- □ 6 Color _________  
- □ Other: _________  
- □ Bleeds (No. ____)

**Covers 2 & 3 - (Inside front Inside Back):**  
- □ 1 Color _________  
- □ 2 Color _________  
- □ 3 Color _________  
- □ 4 Color Process _________  
- □ 5 Color _________  
- □ 6 Color _________  
- □ Other: _________  
- □ Bleeds (No. ____)

**MECHANICAL:** Composition and Layout provided by -  
- □ Printer  
- □ Agency  
- □ Camera Ready  
- □ Negatives Furnished  
- □ Other: _________

**MEDIA:**  
- Electronic Transmission -  
- □ Modem  
- □ E-mail  
- □ Other: _________

**Media Format:**  
- □ IBM Comp.  
- □ Macintosh  
- □ Other: _________  
- □ File Copied to Media  
- □ File Printed to Media

**Media Type:**  
- □ 3.5” Floppy  
- □ 44/88/200/270 Syquest  
- □ EZ 135 Syquest  
- □ 3.5” Magneto Optical  
- □ 5.25” Magneto Optical  
- □ 5.25” Compact Disk  
- □ Iomega ZIP  
- □ Iomega Jazz  
- □ Other: _________

**Layout Program -**  
- □ Quark Express (Vers. #______)  
- □ PageMaker (Vers. #______)  
- □ Other: InDesign CC

**Graphics Program -**  
- □ Illustrator (Vers. #______)  
- □ Freehand (Vers. #______)  
- □ PhotoShop (Vers. #______)  
- □ Other: _________

**Typefaces provided by -**  
- □ Vendor  
- □ Agency  
- □ Other: _________

**Color Separating by -**  
- □ Vendor  
- □ Agency  
- □ Color Trapping by -  
- □ Vendor  
- □ Agency

**PRINTER:**  
- □ PostScript  
- □ PCL  
- □ Other: _________

**Imaging Resolution Required -**  
- □ 600 dpi  
- □ 1200 dpi  
- □ 2400 dpi  
- □ Other: 300 dpi

**B&W SCANS:**  
- Line Screen Required: _________  
- Scan Resolution Required: _________  
- Size: _________ (No.__)  
- Size: _________ (No. __)

**FOUR-COLOR SCANS/**  
- Line Screen Required: _________  
- Scan Resolution Required: _________

**SEPARATIONS:**  
- Provided by: □ Printer  
- □ Agency  
- □ Min. size (No. ____)  
- □ ½ Page (No. ____)  
- □ Full Page (No. ____)  
- □ Transparency  
- □ Print  
- □ Art  
- □ Other: _________

**Type of proof:**  
- □ Match Print  
- □ Dye Sublimation  
- □ Other _________

**PROOFS:**  
- □ Laser (Sets ______)  
- □ Page (Sets ______)  
- □ Blueline (Sets ______)  
- □ Other: Digital

**FOLDING:**  
- □ Yes  
- □ No  
- □ Type: SPECIAL APPLICATIONS: □ Die Cut  
- □ Scoring  
- □ Perforations (No____)  

**BINDING:**  
- □ Saddle Stitch  
- □ Perfect Bind  
- □ Side Staple  
- □ 3 Hole Drill  
- □ Collated

- □ Plastic Bind (Color _________)  
- □ Wire Bind  
- □ Other _________

**PACKAGING:**  
- □ Boxed _________ per box  
- □ Wrapped _________ per pkg.  
- □ Shrink Wrapped _________ per pkg.

**COPY READY DATE:** _________  
**DELIVERY DATE REQUIRED:** _________

- □ Inside Delivery

- □ ALL COPY, PROOFS, etc. MUST BE PICKED UP AND DELIVERED IN PERSON BY CONTRACTOR REPRESENTATIVE WHO IS KNOWLEDGEABLE AND CAPABLE OF DISCUSSING THE CONTRACT
COST SCHEDULE
Printing Specifications

Total Cost For Job/Issue $ ____________

Delivery Date ____________________________

Vendor ____________________________ Authorised Signature ____________________________

Optional costs will be used to adjust the cost for changes to specifications. All items marked must be filled out or bid may be rejected for being non-responsive.

☐ Cost per ______ for additional quantities at pressrun

☐ Cost per ______ for less quantities at pressrun

☐ Cost per reprint in lots of ______ within one year of award

Cost per signature to: ☐ Add 2 page signature $ ____________ ☐ Delete 2 page signature $ ____________

Cost per signature to: ☐ Add 4 page signature $ ____________ ☐ Delete 4 page signature $ ____________

Cost per signature to: ☐ Add 8 page signature $ ____________ ☐ Delete 8 page signature $ ____________

Cost per signature to: ☐ Add 16 page signature $ ____________ ☐ Delete 16 page signature $ ____________

☐ Cost per page for negative and re-stripping $ ____________

☐ Cost for customer alteration: Laser Proof $ ____________ Page/Blueline (per line) $ ____________

☐ Cost per B&W Scan: Minimum $ ____________ Half Page $ ____________ Full Page $ ____________

☐ Cost per duotone: Minimum $ ____________ Half Page $ ____________ Full Page $ ____________

☐ Cost per color separation: Minimum $ ____________ Half-Page $ ____________ Full-Page $ ____________

Additional Information: