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**8602 E Cortez Street
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Request for Proposal

RFP 09-006

Printing and Binding of Books

Issued :February 18, 2009

Response Due :February 27, 2009

Contact with Questions:

Joe Fischer

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Scope of Work:

We are requesting cost proposals to print twenty (20) books containing appx. 220 pages (110 X 2 sides), high gloss cover and book-bound (perfect bind or similar) of a pdf document that has multi-color content.

The offeror will not be responsible for any content errors or issues, only in print and bind workmanship.

We would need a proof within 5 business days of providing electronic files, with 20 copies as soon as possible. Please feel free to price in an additional optional printing of an additional 20 copies within 30 days as well.

Please respond with timeline requirements, printing and binding costs as well as shipping and handling charges. We are looking for a long-term vendor relationship.

In your response, please address paper quality, ink quality and binding process to be utilized.