

PEC's Printing Services History, Projected Quantities

Dept	Printing Service	Vendor's Price Quote	Quantity	# Pages, Each	Lead-time	Paper Specifications			Flat Ink Specifications			Assembly Requirements						Electronic file provided by PEC?	Mailing Services	Additional Required Services
					From point of submittal	Paper Size	Paper Weight	Paper Color	Ink Color(s)	Full-bleed?	2-sided printing?	Folding	Hole-punch	Binding	# of Inserts	# of Tabs	Cutting		Stuff, label, stamp, mail	
Communications																				
	Now That You're a Member Brochure		15,000	12 pages	1-2 weeks	9.25" x 4"	80# cover	white	4/color with aqueous coating	Yes	no	no			saddle-stitched			staggered cuts for tabs	Yes	mail to our offices
	Sorry We Missed You Cards		7,000	1	1-2 weeks	4.25 x 7.25"	80# cover	white	2/color	No	N/A	N/A			N/A			N/A	Yes	stored at Supplies
	Junction Direct Mail Postcard		4,100	1	1-2 weeks	4x6"	100# gloss	white	1/1 color	Yes	N/A	N/A			N/A			N/A	Yes	
	Liberty Hill Direct Mail Postcard		19,200	1	1-2 weeks	4 x 6"	80# gloss	white	4/color	Yes	N/A	N/A			N/A			N/A	Yes	mailed to members (postage not included in costs)
	Servant Leadership Laminated Card		1,000	1	1 week	3.5 x 8"	digital copies	white	4/color	Yes	N/A	N/A			N/A			N/A	Yes	Laminate
	Annual Report		500	12 pages	2-3 weeks	Letter	TBD	white	4/color	Yes	Yes	N/A			saddle-stitched			N/A	Yes	Given to Finance Dept. to distribute
	Annual Meeting Notice		200,000	2-sided	1-2 weeks	5.5. x 4.25"	recycled white	white	1/color	Yes	N/A	N/A			N/A			N/A	Yes	mailed at J.C. Postoffice with permit no.
	Servant Leadership Large Display Graphics		25	1-side	1-2 weeks	34 x 26"	digital paper	digital paper	4/color	No	N/A	N/A			N/A			Yes	Yes	N/A laminate
	Annual Meeting Banners		2	1-side	1-2 weeks	103 x 48"	canvas		2/color	No	N/A	N/A			N/A			N/A	Yes	grommets and poles
	Program's Display Booth Graphics		3	1-side	1-2 weeks	20 x 44"	photo paper	digital paper	4/color	No	N/A	N/A			N/A			N/A	Yes	laminated with velcro backing
	Rates Open House Posters		10	1-side	1-2 weeks	24 x 36"	photo paper	Digital paper	4/color	No	N/A	N/A			N/A			N/A	Yes	mounted on gator board with poster trim
	Employee Photos framed for AM		11	1-side	1-2 weeks	20 x 24"	photo paper	photo paper	4/color	No	N/A	N/A			N/A			N/A	Yes	framing & assembly
	Service Area Maps (framed)		25	1-side	3-4 weeks	30.5 x 26.5" and 60.5 x 48"	photo paper	photo paper	4/color	No	N/A	N/A			N/A			N/A	Yes	framing & assembly
	FYH T-shirts		200-300	N/A	1-2 weeks	N/A	N/A	N/A	2/color, 4/color	No	N/A	N/A			N/A			N/A	Yes	No silkscreen printing
	January TCP Dustcover		186,000	4	1-2 weeks	10.875 x 8"	80# cover	white	4/color	Yes	Yes	N/A			No			No	Yes	mailed to TCP to assemble

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"MyUse" TCP Dustcover		188,831	4	1-2 weeks	10.875 x 8"	80# cover	white	4/color	Yes		N/A		No			No	Yes	mailed to TCP to assemble	
Youth Tour Applications		100	1	1-2 weeks	Letter	80# text	white	4/color	Yes	N/A	N/A		Pad Mounted			No	Yes	Programs distributes	
Youth Tour Certificates		500	1	1-2 weeks	Letter	80# text	white	4/color	No	N/A	N/A		N/A			No	Yes	Programs distributes	
Youth Tour Poster		350	1	1-2 weeks	24x36"	100# Flo Gloss Book	white	4/color	No		N/A		N/A			No	Yes	Programs distributes	
Inspection/Maintenance Door hangers		10,000	1	1-2 weeks	10x4	Teslin SP 14#	Weather proof white	1/color	No	N/A	N/A		N/A			Die cut	Yes	stored at Supplies	
"New Bill" Bill Inserts		200,000	1-side	1-2 weeks	Letter	70# text	white	4/color	TBD	Yes	N/A		N/A			No	Yes	inserted and mailed with bills	
MyUse Bill Insert		200,000	1 side	1-2 weeks	Letter	70# text	white	4/color	Yes	Yes	N/A		N/A			No	Yes	inserted and mailed with bills	
United Charities Check wrap			1-side	1-2 weeks	9 x 8"	80# cover with AQ coating	white	4/color	Yes	Yes	N/A		N/A			Die cut	Yes		
Give-A-Watt Coupon Wrap		1,000	1	1-2 weeks	9 x 8"	80# cover with AQ coating	white	4/color	Yes	Yes	NA		N/A			Die cut	Yes		
Light the Way Check Holders		250	2-sides	1-2 weeks	9 x 8"	80# gloss cover	white	5/5 color	Yes	Yes	N/A		N/A			no	Yes		
Light the Way gift certificate		250	1-side	1-2 weeks	Letter	80#	white	4/color	Yes	no	N/A		N/A			no	Yes		
MyUse Window Clings		125	1-side	2 weeks	7x7	static, transparent window cling	transparent	3 color	No	No	No		No			No	Yes		

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Correspondence & Records																			
Business Cards		58,000		1 week	31/2 X 2	80 lb.	Classic Linen Recycled Bright White	2 PMS Color		No									Press Work: Heidelberg quality Climate Controlled Storage
Final Bill Credit		2,500		1 week	3.5" x 9"	80 lb.	White	Black	Yes	No							Text & Logo		
Letterhead		531,500		3 days	81/2 X 11	24 lb.	Classic Linen Recycled Bright White	2 PMS Color		No									Press Work: Heidelberg quality Climate Controlled Storage
#10 Regular Envelopes		66,500		3 days	41/8 X 91/2	24 lb.	Classic Linen Recycled Bright White	2 PMS Color		No									Press Work: Heidelberg quality Climate Controlled Storage
#10 Window Envelopes		426,000		3 days	41/8 X 91/2	24 lb.	Classic Linen Recycled Bright White	2 PMS Color		No									Press Work: Heidelberg quality Climate Controlled Storage
#11 Regular Envelopes		16,500		3 days		24 lb.	Classic Linen Recycled Bright White	2 PMS Color		No									Press Work: Heidelberg quality Climate Controlled Storage
#9 Business Reply Envelopes		20,000		3 days	37/8 X 87/8	24 lb.	White Wove	Black		No									
Routing Slips		50,000		3 days	7 X 41/2	20 lb.	Multi	Black		No									
Dupont Tyvek		4,685		10 days	12 X 16 X4					No									
Custom Drive-Thru Envelopes		45,000		10 days	31/2 X 7	24 lb.	White Wove	Black		Yes									

Leadership & Employee Development																			
District foCIS		48	473	2 weeks	Letter	20 lb	White	Color		Yes		Yes	3-ring Binder	13	13		Microsoft Word	Delivery to JC	Combine 15 files
Call Center New Hire		48	556	2 weeks	Letter	20 lb	White	Color		Yes		Yes	3-ring Binder	37	37		Microsoft Word	Delivery to JC	Combine 41 files
UC 100 Mapping		15	70	2 weeks	Letter	20 lb	White	Color		Yes		No	Comb	0	0		Microsoft Word	Delivery to JC	
UC 300B		15	34	2 weeks	Letter	20 lb	White	Color		Yes		No	Comb	0	0		Microsoft Word	Delivery to JC	
UC 301A, 301B, 301C		76	118	2 weeks	Letter	20 lb	White	Color		Yes		No	Comb	2	2		Microsoft Word	Delivery to JC	Combine 3 files

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System Engineering																			
Engineering Manual, Session 1		34	767	1 to 2 weeks	Letter	20 lb	White	Black, Magenta, Cyan,		Yes		3-hole punch	3-ring binders	34	272		Print from CD		
Engineering Manual, Session 2		34	740	1 to 2 weeks	Letter	20 lb	White	Black, Magenta, Cyan, Yellow		Yes		3-hole punch	3-ring binders	34	170		Print from CD		
Engineering Manual, Session 3		34	TBD	1 to 2 weeks	Letter	20 lb	White	Black, Magenta, Cyan, Yellow		Yes		3-hole punch	3-ring binders	34	TBD		Print from CD		
Line Staking Agent Manual, Session 1		61	800	1 to 2 weeks	Letter	20 lb	White	Black, Magenta, Cyan, Yellow		Yes		3-hole punch	3-ring binders	34	488		Print from CD		
Line Staking Agent Manual, Session 2		59	920	1 to 2 weeks	Letter	20 lb	White	Black, Magenta, Cyan, Yellow		Yes		3-hole punch	3-ring binders	34	413		Print from CD		
Line Staking Agent Manual, Session 3		61	1,059	1 to 2 weeks	Letter	20 lb	White	Black, Magenta, Cyan, Yellow		Yes		3-hole punch	3-ring binders	34	488		Print from CD		