

June 1, 2017

To whom it may concern,

The Northwest Special Recreation Association (NWSRA) is interested in securing proposals for seasonal brochures and optional printing projects beginning with Winter/Spring 2018 and ending with Fall 2020. NWSRA will receive proposals until 3:00 p.m. on Monday, July 10 at NWSRA, 3000 W. Central Rd., Suite 205, Rolling Meadows, IL 60007 for printing services.

**Copies of the specifications are available** at the NWSRA office, after 9:00 a.m. after Monday, June 5. The documents can also be accessed at [www.nwsra.org/proposal](http://www.nwsra.org/proposal). Questions may be submitted to me at [bselders@nwsra.org](mailto:bselders@nwsra.org) by Wednesday, June 28, and all vendors will receive responses by Friday, June 30.

We plan to maintain the same size, style and quality of each brochure as outlined in the specifications. Vendors have the option of submitting pricing for the additional printing projects enclosed. Please note that these projects are on a per project cost basis, and consideration will not be affected by “dependent” pricing of the optional pieces. A complete list of all projects available for proposal is shown on the following page.

All proposals are considered on a 3 year agreement basis. All additional projects may not necessarily be ordered every year. Stationary items may have multiple orders throughout the year. All subsequent yearly printings will be comparable to the dates stated. Completed proposals should include the following forms:

- List of Projects
- Seasonal Brochure Proposal and Bulk Mail Form
- Separate, Optional Project Quotes (and Bulk Mail if applicable)
- List of References

If interested in submitting a proposal, please have the proper officer of your firm enter the proposed proposal information on the attached “NWSRA Seasonal Brochure Proposal Form” and “Optional Printing Project Proposal Form” if applicable. This form should be signed in ink, placed in sealed envelope marked “Printing Proposal” and submitted no later than Monday, July 10 at 3:00 p.m. The above **proposals will be opened and read publicly at 3:00 p.m. on Monday, July 10 at the NWSRA office.** The vendor recommendation will be provided to the NWSRA Board on Wednesday, July 26, and all vendors will be notified of awards by Friday, July 28.

Thank you for your consideration.

Sincerely,

Brian Selders, CPRP  
Superintendent of Communications & IT

## NWSRA Seasonal Brochure (3 books per year)

Pre-Press:	Customer provided electronic InDesign CS6 files in print ready format. Hard copy proof provided by printer and approved by customer prior to printing.		
Appx. Quantity:	7,200 Winter/Spring*	*Due to our large service area and our methods of distribution of brochures, the total number of seasonal brochures ordered may vary from season to season. NWSRA reserves the right to adjust the number of copies/pages desired throughout the year.	
	7,000 Summer*		
	7,000 Fall*		
Finished Size	8 1/2" x 11"		
Pages	52 total - Summer		
	56 total - Winter & Fall		
Cover	4-page, 4-color process - 70lb. white glossy		
Inside Paper	4-color process - 50lb. recycled white uncoated		
Binding/Finishing	Saddle stitch		
Timeframes	Printer creates and delivers proof to NWSRA	3-4 work days after upload	
	NWSRA makes changes and returns to printer	1 day	
	Printer prints, binds, processes bulk mail, packages and delivers	5 - 6 work days	
<b>Upload/Delivery dates are approximate and will vary slightly from year to year</b>			
		Upload to Printer	Deliver to NWSRA
Anticipated Timelines	Winter/Spring 2018	Wednesday, November 8	Monday, November 27
	Summer	Monday, March 19	Monday, April 2
	Fall	Monday, July 3	Tuesday, July 17
Packaging	All materials delivered to NWSRA must be packaged in cartons. Banding will not be accepted.		
Companies must provide all drop off and/or pick up services to our office for proofing/delivery, and must adhere to production dates and deadlines.			
Mail Services	Bulk mail variable addressing (list provided by customer's .xls file)		
	NCOA processing		
	Customer's Non-profit permit		
	Sort, bundle and deliver to Palatine P&DC		
Postage	TBD by printer - must notify NWSRA 5 days prior to delivery for funds deposit		
Please include 3 references with your bid, including company name, contact name, phone/email.			
Price quote should include all work including pre-flight, printing, collating, binding, finishing, bundling/packaging for delivery. <b>No substitutions will be accepted without NWSRA approval prior to printing.</b> All material to be boxed for delivery. No overrun charges will be accepted. NWSRA reserves the right to reject all proposals and cancel services and products which do not meet our specifications. If brochures are not delivered by specified dates, the printer understands NWSRA will deduct \$100 per 24 hours or portion thereof beginning at 4:00 p.m. on specified date until such time that all brochures are delivered to NWSRA. This late fee will not apply if delays are caused by NWSRA.			



## NWSRA SEASONAL BROCHURE BULK MAIL Proposal

Please review the attached NWSRA brochure proposal and quote all-inclusive pricing for your bulk mailing services, including but not limited to: downloading label data, CASS certify, addressing, sorting, bundle and tray. Delivery will be to Palatine P & DC, 1300 E. Northwest Highway, Palatine, Illinois (3 miles from our office). Please specify how extras will be returned with cost (if applicable). Please also include the number of days it will take to process each mailing to delivery at the Palatine Post Office.

### SPECIFICATIONS

Label data to be uploaded to printer.  
All mailings use our non-profit bulk mail permit.

Item	Size	Approx. Quantity	Cost	Process Time
All books are 44 pages				
2018 Winter/Spring Brochure	Flat - 8½" x 11"	1,650		days
2018 Summer Brochure	Flat - 8½" x 11"	1,650		days
2018 Fall Brochure	Flat - 8½" x 11"	1,650		days
2019 Winter/Spring Brochure	Flat - 8½" x 11"	1,650		days
2019 Summer Brochure	Flat - 8½" x 11"	1,650		days
2019 Fall Brochure	Flat - 8½" x 11"	1,650		days
2020 Winter/Spring Brochure	Flat - 8½" x 11"	1,650		days
2020 Summer Brochure	Flat - 8½" x 11"	1,650		days
2020 Fall Brochure	Flat - 8½" x 11"	1,650		days

If we are required to deliver a check for the postage amount to the post office:  
Can you notify us of the amount within 24 hours of receiving the order?

Yes  No

How will you notify us of the postage amount?

\_\_\_\_\_

Will you pay the postage to the post office and include the amount on our bill?

Yes  No

How will extras be returned to our office?

\_\_\_\_\_

## NWSRA/SLSF Annual Report

Pre-Press:	Customer provided electronic InDesign CS6 files in print ready format. Hard copy proof provided by printer and approved by customer prior to printing.	
Appx. Quantity	1,600 each	
Item:	Annual Report	8.5" high x 10" wide - with bleed
		24 pages including cover
		Full color 4-page cover
		4-color body
		80# glossy cover throughout
		saddle stitched
	Donation Envelope	#6 1/4 (3.5 x 6") wallet flap, white
		1 color (black)
		Printed front and back sides, inside and outside flap
		Envelope to be saddle stitched into Annual Report
Timeframe	Printer creates and delivers proof to NWSRA	3-4 work days after upload
	NWSRA makes changes and returns to printer	1 day
	Printer prints, binds, processes bulk mail, packages and delivers	5 - 6 work days
Anticipated Timeline	Upload to printer March	Deliver to NWSRA - 2 weeks after upload
Packaging	All materials delivered to NWSRA must be packaged in cartons. Banding will not be accepted.	
Companies must provide all drop off and/or pick up services to our office for proofing/delivery, and must adhere to production dates and deadlines.		
Mail Services:	Bulk mail variable addressing (list provided by customer's .xls file)	
	NCOA processing	
	Customer's Non-profit permit	
	Sort, bundle, deliver to Palatine P&DC	
	Extras to be delivered to NWSRA office	
Postage:	TBD by printer - must notify NWSRA 2 days prior to delivery for funds deposit	
Please include 3 references with your bid, including company name, contact name, phone/email.		
Price quote should include all work including pre-flight, printing, collating, binding, finishing, bundling/packaging for delivery. <b>No substitutions will be accepted without NWSRA approval prior to printing.</b> All material to be boxed for delivery. No overrun charges will be accepted. NWSRA reserves the right to reject all proposals and cancel services and products which do not meet our specifications. If brochures are not delivered by specified dates, the printer understands NWSRA will deduct \$100 per 24 hours or portion thereof beginning at 4:00 p.m. on specified date until such time that all brochures are delivered to NWSRA. This late fee will not apply if delays are caused by NWSRA.		

## NWSRA Day Camp Brochure

Pre-Press:	Customer provided electronic InDesign CS6 files in print ready format. Proof provided by printer and approved by customer prior to printing.	
Appx. Quantity	1,000*	*Due to our large service area and our methods of distribution of brochures, the total number of brochures ordered may vary from year to year. NWSRA reserves the right to adjust the number of copies desired.
Finished Size	8.5" x 11"	
Pages	12	
Ink, Paper	1 color, 50# white uncoated	
Binding/Finishing	Saddle stitch	
Timeframe	Printer creates and delivers proof to NWSRA	3-4 work days after upload
	NWSRA makes changes and returns to printer	1 day
	Printer prints, binds, processes bulk mail, packages and delivers	5 - 6 work days
Anticipated Timeline	Upload to printer January 30	Deliver to NWSRA by February 16
Packaging	All materials delivered to NWSRA must be packaged in cartons. Banding will not be accepted.	

Companies must provide all drop off and/or pick up services to our office for proofing/delivery, and must adhere to production dates and deadlines.

Mail Services	Bulk mail variable addressing (list provided by customer's .xls file)
	NCOA processing
	Customer's Non-profit permit
	Sort, bundle, deliver to Palatine P&DC
	Extras to be delivered to NWSRA office
Postage:	TBD by printer - must notify NWSRA 2 days prior to delivery for funds deposit

Please include 3 references with your bid, including company name, contact name, phone/email.

Price quote should include all work including pre-flight, printing, collating, binding, finishing, bundling/packaging for delivery. **No substitutions will be accepted without NWSRA approval prior to printing.** All material to be boxed for delivery. No overrun charges will be accepted. NWSRA reserves the right to reject all proposals and cancel services and products which do not meet our specifications. If brochures are not delivered by specified dates, the printer understands NWSRA will deduct \$100 per 24 hours or portion thereof beginning at 4:00 p.m. on specified date until such time that all brochures are delivered to NWSRA. This late fee will not apply if delays are caused by NWSRA.

## SLSF Gold Medal Fashion Show Stationary

Pre-Press:	Customer provided electronic InDesign CS6 files in print ready format. Proof provided by printer and approved by customer prior to printing.	
Appx. Quantity	700 each	
Item:	Invitation Card	10" x 7" with bleed, 2-sides, scored, folded & cut to 5"x 7" finished size
		4-color process, printed both sides
		92# white glossy cardstock or equivalent
	Invitation Card Envelope	#A7 (5.25" x 7.25") white, 2- color, printed 1 side
	Reply Card	5.5" x 4.25" with bleed, 2-sides
		2-color printed both sides
		92# smooth white cover or equivalent - uncoated
	Reply Card Envelope	#A2 (4.375" x 5.75") white, 1-color, printed 1 side
Special Instructions	Stuff invitation envelope with reply card tucked under reply card envelope flap and inserted into invitation. Sample will be provided.	
Timeframe	Printer creates and delivers proof to NWSRA	4-5 work days after upload
	NWSRA makes changes and returns to printer	2 days
	Printer prints, binds, processes bulk mail, packages and delivers	7 - 8 work days
Anticipated Timeline	Upload to printer December - January	Deliver to NWSRA 2-3 weeks after upload
Packaging	All materials delivered to NWSRA must be packaged in cartons. Banding will not be accepted.	
Companies must provide all drop off and/or pick up services to our office for proofing/delivery, and must adhere to production dates and deadlines.		
Mail Services:	Seal invitation envelope	
	Bulk mail variable addressing (list provided by customer's .xls file)	
	NCOA processing	
	Customer's Non-profit permit	
	Sort, bundle, deliver to Palatine P&DC	
	Extras to be delivered to NWSRA office	
Postage:	TBD by printer - must notify NWSRA 2 days prior to delivery for funds deposit	
Please include 3 references with your bid, including company name, contact name, phone/email.		
Price quote should include all work including pre-flight, printing, collating, binding, finishing, bundling/packaging for delivery. <b>No substitutions will be accepted without NWSRA approval prior to printing.</b> All material to be boxed for delivery. No overrun charges will be accepted. NWSRA reserves the right to reject all proposals and cancel services and products which do not meet our specifications. If brochures are not delivered by specified dates, the printer understands NWSRA will deduct \$100 per 24 hours or portion thereof beginning at 4:00 p.m. on specified date until such time that all brochures are delivered to NWSRA. This late fee will not apply if delays are caused by NWSRA.		

## SLSF Gold Medal Fashion Show Program Book

Pre-Press:	Customer provided electronic InDesign CS6 files in print ready format. Hard copy proof provided by printer and approved by customer prior to printing.	
Appx. Quantity	700	
Item:	8.5" high x 5.5" wide - with bleed	
	10 total pages - full color throughout	
	100# glossy cover - 70# smooth white text laser inside	
	saddle stitched	
Timeframe	Printer creates and delivers proof to NWSRA	3-4 work days after upload
	NWSRA makes changes and returns to printer	1 day
	Printer prints, binds, processes bulk mail, packages and delivers	5 - 6 work days
Anticipated Timeline	Upload to printer March	Deliver to NWSRA - 2 weeks after upload
Packaging	All materials delivered to NWSRA must be packaged in cartons. Banding will not be accepted.	
Companies must provide all drop off and/or pick up services to our office for proofing/delivery, and must adhere to production dates and deadlines.		
Mail Services:	Bulk mail variable addressing (list provided by customer's .xls file)	
	NCOA processing	
	Customer's Non-profit permit	
	Sort, bundle, deliver to Palatine P&DC	
	Extras to be delivered to NWSRA office	
Postage:	TBD by printer - must notify NWSRA 2 days prior to delivery for funds deposit	
Please include 3 references with your bid, including company name, contact name, phone/email.		
Price quote should include all work including pre-flight, printing, collating, binding, finishing, bundling/packaging for delivery. <b>No substitutions will be accepted without NWSRA approval prior to printing.</b> All material to be boxed for delivery. No overrun charges will be accepted. NWSRA reserves the right to reject all proposals and cancel services and products which do not meet our specifications. If brochures are not delivered by specified dates, the printer understands NWSRA will deduct \$100 per 24 hours or portion thereof beginning at 4:00 p.m. on specified date until such time that all brochures are delivered to NWSRA. This late fee will not apply if delays are caused by NWSRA.		



## SLSF Gold Medal Fashion Show Raffle Ticket

Pre-Press:	Customer provided electronic InDesign CS6 files in print ready format. Proof provided by printer and approved by customer prior to printing.	
Quantity	appx. 2,000	
Finished Size	2.5" x 6.5" cut size with perforation	
Sides	2	
Ink	1-color, black with bleed, both sides	
Paper	80# cardstock, gloss finish on front only	
Timeframe	Printer creates and delivers proof to NWSRA	3 work days after upload
	NWSRA makes changes and returns to printer	1 day
	Printer prints, binds, packages and delivers	5 - 6 work days
Anticipated Timeline	Upload to printer October	Delivery to NWSRA within 2 weeks of upload
Packaging	All materials delivered to NWSRA must be packaged in cartons. Banding will not be accepted.	
Companies must provide all drop off and/or pick up services to our office for proofing/delivery, and must adhere to production dates and deadlines.		
Mail Services	No mail services	
Postage:		
Please include 3 references with your bid, including company name, contact name, phone/email.		
Price quote should include all work including pre-flight, printing, collating, binding, finishing, bundling/packaging for delivery. <b>No substitutions will be accepted without NWSRA approval prior to printing.</b> All material to be boxed for delivery. No overrun charges will be accepted. NWSRA reserves the right to reject all proposals and cancel services and products which do not meet our specifications. If brochures are not delivered by specified dates, the printer understands NWSRA will deduct \$100 per 24 hours or portion thereof beginning at 4:00 p.m. on specified date until such time that all brochures are delivered to NWSRA. This late fee will not apply if delays are caused by NWSRA.		

## SLSF Celebrate Ability Gala \$100 Raffle Ticket

Pre-Press:	Customer provided electronic InDesign CS6 files in print ready format. Proof provided by printer and approved by customer prior to printing.	
Quantity	appx. 800	
Finished Size	2.5" x 6.5" cut size with perforation	
Sides	2	
Ink	1-color, black with bleed, both sides	
Paper	100# uncoated smooth white cover extra smooth	
Binding/Finishing	Tear off perforation at 3.125" mark	
Timeframe	Printer creates and delivers proof to NWSRA	3 work days after upload
	NWSRA makes changes and returns to printer	1 day
	Printer prints, binds, packages and delivers	5 - 6 work days
Anticipated Timeline	Upload to printer October	Delivery to NWSRA within 2 weeks of upload
Packaging	All materials delivered to NWSRA must be packaged in cartons. Banding will not be accepted.	

Companies must provide all drop off and/or pick up services to our office for proofing/delivery, and must adhere to production dates and deadlines.

Mail Services	No mail services
Postage:	

Please include 3 references with your bid, including company name, contact name, phone/email.

Price quote should include all work including pre-flight, printing, collating, binding, finishing, bundling/packaging for delivery. **No substitutions will be accepted without NWSRA approval prior to printing.** All material to be boxed for delivery. No overrun charges will be accepted. NWSRA reserves the right to reject all proposals and cancel services and products which do not meet our specifications. If brochures are not delivered by specified dates, the printer understands NWSRA will deduct \$100 per 24 hours or portion thereof beginning at 4:00 p.m. on specified date until such time that all brochures are delivered to NWSRA. This late fee will not apply if delays are caused by NWSRA.

## SLSF Celebrate Ability Gala Stationary

Pre-Press:	Customer provided electronic InDesign CS6 files in print ready format. Proof provided by printer and approved by customer prior to printing.	
Appx. Quantity	700 each	
Item:	Invitation Card	10" x 7" with bleed, 2-sides, scored, folded & cut to 5"x 7" finished size
		4-color process, inside - black, front and back
		12pt C2S white gloss cardstock or equivalent
	Invitation Card Envelope	#A7 (5.25" x 7.25") 1- color, printed 1 side
	Reply Card	6.25" x 4.625" with bleed, 2-sides
		1-color printed both sides
		100# uncoated smooth white cover or equivalent
	Reply Card Envelope	#A6 (4.75" x 6.5") 1-color, printed 1 side
	Donation Insert	4" x 5.25" no bleed, 1 color, printed both sides
		100# uncoated smooth white cover or equivalent
Special Instructions	Stuff invitation envelope with reply card tucked under reply card envelope flap and inserted into invitation with donation insert on top. Sample will be provided.	
Timeframe	Printer creates and delivers proof to NWSRA	4-5 work days after upload
	NWSRA makes changes and returns to printer	2 days
	Printer prints, binds, processes bulk mail, packages and delivers	7 - 8 work days
Anticipated Timeline	Upload to printer late August	Deliver/mail 21/2 - 3 weeks after upload
Packaging	All materials delivered to NWSRA must be packaged in cartons. Banding will not be accepted.	
Companies must provide all drop off and/or pick up services to our office for proofing/delivery, and must adhere to production dates and deadlines.		
Mail Services:	Seal invitation envelope	
	Bulk mail variable addressing (list provided by customer's .xls file)	
	NCOA processing	
	Customer's Non-profit permit	
	Sort, bundle, deliver to Palatine P&DC	
	Extras to be delivered to NWSRA office	
Postage:	TBD by printer - must notify NWSRA 2 days prior to delivery for funds deposit	
Please include 3 references with your bid, including company name, contact name, phone/email.		
Price quote should include all work including pre-flight, printing, collating, binding, finishing, bundling/package for delivery. <b>No substitutions will be accepted without NWSRA approval prior to printing.</b> All material to be boxed for delivery. No overrun charges will be accepted. NWSRA reserves the right to reject all proposals and cancel services and products which do not meet our specifications. If brochures are not delivered by specified dates, the printer understands NWSRA will deduct \$100 per 24 hours or portion thereof beginning at 4:00 p.m. on specified date until such time that all brochures are delivered to NWSRA. This late fee will not apply if delays are caused by NWSRA.		

## SLSF Celebrate Ability Gala Program Book

Pre-Press:	Customer provided electronic InDesign CS6 files in print ready format. Hard copy proof provided by printer and approved by customer prior to printing.	
Appx. Quantity	325 each	
Item:	8.5" high x 10" wide - with bleed	
	8 total pages - full color throughout	
	100# glossy cover - 70# smooth white text laser inside	
	saddle stitched	
Timeframe	Printer creates and delivers proof to NWSRA	3-4 work days after upload
	NWSRA makes changes and returns to printer	1 day
	Printer prints, binds, processes bulk mail, packages and delivers	5 - 6 work days
Anticipated Timeline	Upload to printer March	Deliver to NWSRA - 2 weeks after upload
Packaging	All materials delivered to NWSRA must be packaged in cartons. Banding will not be accepted.	
Companies must provide all drop off and/or pick up services to our office for proofing/delivery, and must adhere to production dates and deadlines.		
Mail Services:	Bulk mail variable addressing (list provided by customer's .xls file)	
	NCOA processing	
	Customer's Non-profit permit	
	Sort, bundle, deliver to Palatine P&DC	
	Extras to be delivered to NWSRA office	
Postage:	TBD by printer - must notify NWSRA 2 days prior to delivery for funds deposit	
Please include 3 references with your bid, including company name, contact name, phone/email.		
Price quote should include all work including pre-flight, printing, collating, binding, finishing, bundling/packaging for delivery. <b>No substitutions will be accepted without NWSRA approval prior to printing.</b> All material to be boxed for delivery. No overrun charges will be accepted. NWSRA reserves the right to reject all proposals and cancel services and products which do not meet our specifications. If brochures are not delivered by specified dates, the printer understands NWSRA will deduct \$100 per 24 hours or portion thereof beginning at 4:00 p.m. on specified date until such time that all brochures are delivered to NWSRA. This late fee will not apply if delays are caused by NWSRA.		

## SLSF Holiday Annual Appeal

Pre-Press:	Customer provided electronic InDesign CS6 files in print ready format. Proof provided by printer and approved by customer prior to printing.	
Appx. Quantity	3,725 each	
Item:	Card	10" x 7" scored and folded to 5" x 7" finished size
		4/4 Process with UV Coating and bleed
		Printed 2 sides
		14pt glossy cardstock with UV finish
	Card Envelope	A7, 24# white - 5.25" x 7.25"
		1 color, black - printed 1 side
	Remittance Envelope	#6 1/4 remittance (3.5 x 6") wallet flap, 24# white
		1 color (black)
		Printed front and back sides, inside and outside flap
Special Instructions	Place remittance envelope into card before inserting into mailing envelope. Sample will be provided.	
Timeframe	Printer creates and delivers proof to NWSRA	3-4 work days after upload
	NWSRA makes changes and returns to printer	1 day
	Printer prints, binds, processes bulk mail, packages and delivers	5 - 6 work days
Anticipated Timeline	Upload to printer late October	Deliver/mail 2 1/2 weeks after upload
Packaging	All materials delivered to NWSRA must be packaged in cartons. Banding will not be accepted.	
Companies must provide all drop off and/or pick up services to our office for proofing/delivery, and must adhere to production dates and deadlines.		
Mail Services	Insert remittance envelope into card. Seal stuffed card envelope.	
	Bulk mail variable addressing (list provided by customer's .xls file)	
	NCOA processing	
	Customer's Non-profit permit	
	Sort, bundle, deliver to Palatine P&DC	
	Extras to be delivered to NWSRA office	
Postage	TBD by printer - must notify NWSRA 2 days prior to delivery for funds deposit	
Please include 3 references with your bid, including company name, contact name, phone/email.		
Price quote should include all work including pre-flight, printing, collating, binding, finishing, bundling/packaging for delivery. <b>No substitutions will be accepted without NWSRA approval prior to printing.</b> All material to be boxed for delivery. No overrun charges will be accepted. NWSRA reserves the right to reject all proposals and cancel services and products which do not meet our specifications. If brochures are not delivered by specified dates, the printer understands NWSRA will deduct \$100 per 24 hours or portion thereof beginning at 4:00 p.m. on specified date until such time that all brochures are delivered to NWSRA. This late fee will not apply if delays are caused by NWSRA.		

## SLSF Thank You Cards

Pre-Press:	Customer provided electronic InDesign CS6 files in print ready format. Proof provided by printer and approved by customer prior to printing.	
Appx. Quantity	500	
Finished Size	8.5" x. 5.5" folded to 4.25" x 5.5"	
Sides	1	
Ink	Full color with bleed	
Paper	White 12pt C15 gloss on printed side only (outside of folded, finished card). Inside of folded, finished card to be matte for hand written notes.	
Binding/Finishing	Scored and folded	
Timeframe	Printer creates and delivers proof to NWSRA	3 work days after upload
	NWSRA makes changes and returns to printer	1 day
	Printer prints, binds, packages and delivers	5 - 6 work days
Anticipated Timeline	Upload to printer October	Delivery to NWSRA within 2 weeks of upload
Packaging	All materials delivered to NWSRA must be packaged in cartons. Banding will not be accepted.	

Companies must provide all drop off and/or pick up services to our office for proofing/delivery, and must adhere to production dates and deadlines.

No Mail Services

Please include 3 references with your bid, including company name, contact name, phone/email.

Price quote should include all work including pre-flight, printing, collating, binding, finishing, bundling/packaging for delivery. **No substitutions will be accepted without NWSRA approval prior to printing.** All material to be boxed for delivery. No overrun charges will be accepted. NWSRA reserves the right to reject all proposals and cancel services and products which do not meet our specifications. If brochures are not delivered by specified dates, the printer understands NWSRA will deduct \$100 per 24 hours or portion thereof beginning at 4:00 p.m. on specified date until such time that all brochures are delivered to NWSRA. This late fee will not apply if delays are caused by NWSRA.

## NWSRA Thank You Cards

Pre-Press:	Customer provided electronic InDesign CS6 files in print ready format. Proof provided by printer and approved by customer prior to printing.	
Appx. Quantity	500	
Finished Size	8.5" x. 5.5" folded to 4.25" x 5.5"	
Sides	1	
Ink	Full color with bleed	
Paper	White 12pt C15 gloss on printed side only (outside of folded, finished card). Inside of folded, finished card to be matte for hand written notes.	
Binding/Finishing	Scored and folded	
Timeframe	Printer creates and delivers proof to NWSRA	3 work days after upload
	NWSRA makes changes and returns to printer	1 day
	Printer prints, binds, packages and delivers	5 - 6 work days
Anticipated Timeline	Upload to printer October	Delivery to NWSRA within 2 weeks of upload
Packaging	All materials delivered to NWSRA must be packaged in cartons. Banding will not be accepted.	

Companies must provide all drop off and/or pick up services to our office for proofing/delivery, and must adhere to production dates and deadlines.

No Mail Services

Please include 3 references with your bid, including company name, contact name, phone/email.

Price quote should include all work including pre-flight, printing, collating, binding, finishing, bundling/packaging for delivery. **No substitutions will be accepted without NWSRA approval prior to printing.** All material to be boxed for delivery. No overrun charges will be accepted. NWSRA reserves the right to reject all proposals and cancel services and products which do not meet our specifications. If brochures are not delivered by specified dates, the printer understands NWSRA will deduct \$100 per 24 hours or portion thereof beginning at 4:00 p.m. on specified date until such time that all brochures are delivered to NWSRA. This late fee will not apply if delays are caused by NWSRA.

## NWSRA/SLSF Thank You Card Envelopes

Pre-Press:	Customer provided electronic InDesign CS6 files in print ready format. Proof provided by printer and approved by customer prior to printing.	
Appx. Quantity	500	
Size	A2 Announcement, 24# white to fit 4.25" x 5.5" folded card	
Printed sides	1	
Ink	Black	
Timeframe	Printer creates and delivers proof to NWSRA	3 work days after upload
	NWSRA makes changes and returns to printer	1 day
	Printer prints, binds, packages and delivers	5 - 6 work days
Anticipated Timeline	Upload to printer October	Delivery to NWSRA within 2 weeks of upload
Packaging	All materials delivered to NWSRA must be packaged in cartons. Banding will not be accepted.	

Companies must provide all drop off and/or pick up services to our office for proofing/delivery, and must adhere to production dates and deadlines.

No Mail Services

Please include 3 references with your bid, including company name, contact name, phone/email.

Price quote should include all work including pre-flight, printing, collating, binding, finishing, bundling/packaging for delivery. **No substitutions will be accepted without NWSRA approval prior to printing.** All material to be boxed for delivery. No overrun charges will be accepted. NWSRA reserves the right to reject all proposals and cancel services and products which do not meet our specifications. If brochures are not delivered by specified dates, the printer understands NWSRA will deduct \$100 per 24 hours or portion thereof beginning at 4:00 p.m. on specified date until such time that all brochures are delivered to NWSRA. This late fee will not apply if delays are caused by NWSRA.



## NWSRA Stationary

Pre-Press:	Customer provided electronic InDesign CS6 files in print ready format. Proof provided by printer and approved by customer prior to printing.	
Quantity	3,000	
Finished Size	8.5" x 11"	
Pages	1	
Ink	1-color, PMS 267 printed 1 side	
P aper	70# white	
Timeframe	Printer creates and delivers proof to NWSRA	3 work days after upload
	NWSRA makes changes and returns to printer	1 day
	Printer prints, packages and delivers	5 - 6 work days
Anticipated Timeline	Upload to printer October	Delivery to NWSRA within 2 weeks of upload
Packaging	All materials delivered to NWSRA must be packaged in cartons. Banding will not be accepted.	

This item may be re-ordered throughout the year.

Companies must provide all drop off and/or pick up services to our office for proofing/delivery, and must adhere to production dates and deadlines.

No mail services

Please include 3 references with your bid, including company name, contact name, phone/email.

Price quote should include all work including pre-flight, printing, collating, binding, finishing, bundling/packaging for delivery. **No substitutions will be accepted without NWSRA approval prior to printing.** All material to be boxed for delivery. No overrun charges will be accepted. NWSRA reserves the right to reject all proposals and cancel services and products which do not meet our specifications. If brochures are not delivered by specified dates, the printer understands NWSRA will deduct \$100 per 24 hours or portion thereof beginning at 4:00 p.m. on specified date until such time that all brochures are delivered to NWSRA. This late fee will not apply if delays are caused by NWSRA.

## NWSRA Envelope

Pre-Press:	Customer provided electronic InDesign CS6 files in print ready format. Proof provided by printer and approved by customer prior to printing.	
Quantity	3,000	
Size	#10	
	24# white	
Ink	1-color, PMS 267	
	printed 1 side	
Timeframe	Printer creates and delivers proof to NWSRA	3 work days after upload
	NWSRA makes changes and returns to printer	1 day
	Printer prints, packages and delivers	5 - 6 work days
Anticipated Timeline	Upload to printer October	Delivery to NWSRA within 2 weeks of upload
Packaging	All materials delivered to NWSRA must be packaged in cartons. Banding will not be accepted.	

This item may be re-ordered throughout the year.

Companies must provide all drop off and/or pick up services to our office for proofing/delivery, and must adhere to production dates and deadlines.

No Mail Services

Please include 3 references with your bid, including company name, contact name, phone/email.

Price quote should include all work including pre-flight, printing, collating, binding, finishing, bundling/packaging for delivery. **No substitutions will be accepted without NWSRA approval prior to printing.** All material to be boxed for delivery. No overrun charges will be accepted. NWSRA reserves the right to reject all proposals and cancel services and products which do not meet our specifications. If brochures are not delivered by specified dates, the printer understands NWSRA will deduct \$100 per 24 hours or portion thereof beginning at 4:00 p.m. on specified date until such time that all brochures are delivered to NWSRA. This late fee will not apply if delays are caused by NWSRA.

## SLSF Stationary

Pre-Press:	Customer provided electronic InDesign CS6 files in print ready format. Proof provided by printer and approved by customer prior to printing.	
Quantity	3,000	
Finished Size	8.5" x 11"	
Pages	1	
Ink	2 color printed 1 side	
Paper	70# white	
Timeframe	Printer creates and delivers proof to NWSRA	3 work days after upload
	NWSRA makes changes and returns to printer	1 day
	Printer prints, packages and delivers	5 - 6 work days
Anticipated Timeline	Upload to printer October	Delivery to NWSRA within 2 weeks of upload
Packaging	All materials delivered to NWSRA must be packaged in cartons. Banding will not be accepted.	

This item may be re-ordered throughout the year.

Companies must provide all drop off and/or pick up services to our office for proofing/delivery, and must adhere to production dates and deadlines.

No Mail Services

Please include 3 references with your bid, including company name, contact name, phone/email.

Price quote should include all work including pre-flight, printing, collating, binding, finishing, bundling/packaging for delivery. **No substitutions will be accepted without NWSRA approval prior to printing.** All material to be boxed for delivery. No overrun charges will be accepted. NWSRA reserves the right to reject all proposals and cancel services and products which do not meet our specifications. If brochures are not delivered by specified dates, the printer understands NWSRA will deduct \$100 per 24 hours or portion thereof beginning at 4:00 p.m. on specified date until such time that all brochures are delivered to NWSRA. This late fee will not apply if delays are caused by NWSRA.

## SLSF Envelope

Pre-Press:	Customer provided electronic InDesign CS6 files in print ready format. Proof provided by printer and approved by customer prior to printing.	
Quantity	3,000	
Size	#10	
	24# white	
Ink	2-color	
	printed 1 side	
Timeframe	Printer creates and delivers proof to NWSRA	3 work days after upload
	NWSRA makes changes and returns to printer	1 day
	Printer prints, packages and delivers	5 - 6 work days
Anticipated Timeline	Upload to printer October	Delivery to NWSRA within 2 weeks of upload
Packaging	All materials delivered to NWSRA must be packaged in cartons. Banding will not be accepted.	

This item may be re-ordered throughout the year.

Companies must provide all drop off and/or pick up services to our office for proofing/delivery, and must adhere to production dates and deadlines.

No Mail Services

Please include 3 references with your bid, including company name, contact name, phone/email.

Price quote should include all work including pre-flight, printing, collating, binding, finishing, bundling/packaging for delivery. **No substitutions will be accepted without NWSRA approval prior to printing.** All material to be boxed for delivery. No overrun charges will be accepted. NWSRA reserves the right to reject all proposals and cancel services and products which do not meet our specifications. If brochures are not delivered by specified dates, the printer understands NWSRA will deduct \$100 per 24 hours or portion thereof beginning at 4:00 p.m. on specified date until such time that all brochures are delivered to NWSRA. This late fee will not apply if delays are caused by NWSRA.

## PURSUIT Stationary

Pre-Press:	Customer provided electronic InDesign CS6 files in print ready format. Proof provided by printer and approved by customer prior to printing.	
Quantity	1,000	
Finished Size	8.5" x 11"	
Pages	1	
Ink	Full Color printed 1 side	
Paper	70# white	
Timeframe	Printer creates and delivers proof to NWSRA	3 work days after upload
	NWSRA makes changes and returns to printer	1 day
	Printer prints, packages and delivers	5 - 6 work days
Anticipated Timeline	Upload to printer October	Delivery to NWSRA within 2 weeks of upload
Packaging	All materials delivered to NWSRA must be packaged in cartons. Banding will not be accepted.	

This item may be re-ordered throughout the year.

Companies must provide all drop off and/or pick up services to our office for proofing/delivery, and must adhere to production dates and deadlines.

No Mail Services

Please include 3 references with your bid, including company name, contact name, phone/email.

Price quote should include all work including pre-flight, printing, collating, binding, finishing, bundling/packaging for delivery. **No substitutions will be accepted without NWSRA approval prior to printing.** All material to be boxed for delivery. No overrun charges will be accepted. NWSRA reserves the right to reject all proposals and cancel services and products which do not meet our specifications. If brochures are not delivered by specified dates, the printer understands NWSRA will deduct \$100 per 24 hours or portion thereof beginning at 4:00 p.m. on specified date until such time that all brochures are delivered to NWSRA. This late fee will not apply if delays are caused by NWSRA.

## PURSUIT Envelope

Pre-Press:	Customer provided electronic InDesign CS6 files in print ready format. Proof provided by printer and approved by customer prior to printing.	
Quantity	1,000	
Size	#10	
	24# white	
Ink	Full color	
	printed 1 side	
Timeframe	Printer creates and delivers proof to NWSRA	3 work days after upload
	NWSRA makes changes and returns to printer	1 day
	Printer prints, packages and delivers	5 - 6 work days
Anticipated Timeline	Upload to printer October	Delivery to NWSRA within 2 weeks of upload
Packaging	All materials delivered to NWSRA must be packaged in cartons. Banding will not be accepted.	
This item may be re-ordered throughout the year.		
Companies must provide all drop off and/or pick up services to our office for proofing/delivery, and must adhere to production dates and deadlines.		
No Mail Services		
Please include 3 references with your bid, including company name, contact name, phone/email.		
Price quote should include all work including pre-flight, printing, collating, binding, finishing, bundling/packaging for delivery. <b>No substitutions will be accepted without NWSRA approval prior to printing.</b> All material to be boxed for delivery. No overrun charges will be accepted. NWSRA reserves the right to reject all proposals and cancel services and products which do not meet our specifications. If brochures are not delivered by specified dates, the printer understands NWSRA will deduct \$100 per 24 hours or portion thereof beginning at 4:00 p.m. on specified date until such time that all brochures are delivered to NWSRA. This late fee will not apply if delays are caused by NWSRA.		

## SLSF Donation Remittance Envelope

Pre-Press:	Customer provided electronic InDesign CS6 files in print ready format. Proof provided by printer and approved by customer prior to printing.	
Quantity	500	
Size	#6 1/4 remittance (3.5" x 6") wallet flap	
	24# white	
Ink	1-color, black	
	printed front and back sides, inside and outside flap	
Timeframe	Printer creates and delivers proof to NWSRA	3 work days after upload
	NWSRA makes changes and returns to printer	1 day
	Printer prints, packages and delivers	5 - 6 work days
Anticipated Timeline	Upload to printer October	Delivery to NWSRA within 2 weeks of upload
Packaging	All materials delivered to NWSRA must be packaged in cartons. Banding will not be accepted.	
This item may be re-ordered throughout the year.		
Companies must provide all drop off and/or pick up services to our office for proofing/delivery, and must adhere to production dates and deadlines.		
No Mail Services		
Please include 3 references with your bid, including company name, contact name, phone/email.		
Price quote should include all work including pre-flight, printing, collating, binding, finishing, bundling/packaging for delivery. <b>No substitutions will be accepted without NWSRA approval prior to printing.</b> All material to be boxed for delivery. No overrun charges will be accepted. NWSRA reserves the right to reject all proposals and cancel services and products which do not meet our specifications. If brochures are not delivered by specified dates, the printer understands NWSRA will deduct \$100 per 24 hours or portion thereof beginning at 4:00 p.m. on specified date until such time that all brochures are delivered to NWSRA. This late fee will not apply if delays are caused by NWSRA.		





## OPTIONAL PRINTING PROJECT BULK MAIL QUOTE

Please review the attached NWSRA optional printing project and quote all inclusive pricing for your bulk mailing services, including but not limited to: downloading label data, CASS certify, addressing, sorting, bundle and tray. Delivery will be to Palatine P & DC, 1300 E. Northwest Highway, Palatine, Illinois (3 miles from our office). Please specify how extras will be returned with cost (if applicable). Please also include the number of days it will take to process each mailing to delivery at the Palatine Post Office.

### SPECIFICATIONS

Label data to be uploaded/emailed to printer.

All mailings use our non-profit bulk mail permit.

Sizes and approximate quantities based on specifications set forth in the project description.

Year	Cost	Process Time
2015		days
2016		days
2017		days

If we are required to deliver a check for the postage amount to the post office:

Can you notify us of the amount within 24 hours of receiving the order?

\_\_\_ Yes \_\_\_ No

How will you notify us of the postage amount?

\_\_\_\_\_

Will you pay the postage to the post office and include the amount on our bill?

\_\_\_ Yes \_\_\_ No

How will extras be returned to our office?

\_\_\_\_\_