



Town of Charlotte

ESTABLISHED 1762

REQUEST FOR PRINTING QUOTES FOR 2016 TOWN REPORT

Please provide a quote for the following specifications:

Quantity: 1,500 copies

Size: 8.5" x 11", non-bleed design

Number of pages:

- Cover: 4 pages
- Text: 198 pages (or possibly fewer)

Color:

- Cover: black on all four pages
- Text: black

Stock:

- Cover: 80# white uncoated
- Text: 20# white bond

Finishing: Perfect bound, trimmed flush on three sides

Schedule:

- Town to deliver PDF, hard copy and mailing list: January 27
- Proof to Town: February 1
- Delivery to US Post Office (or Essex Mail Processing Facility): February 15

Mailing: Saturation, residential only, excluding seasonal dwellings

Handling: Printer to deliver to US Post Office or Essex Mail Processing Facility ready for mailing

Shipping of remaining books after mailing: to be shipped to Town Office via UPS or Local Courier, unless arrangements are made for town to pick up.

Please e-mail quote to Dean Bloch at: dean@townofcharlotte.com.

Please e-mail or call with any questions: (802) 425-3071 ext. 5