



Printing Specifications and Bid form

Date: _____ Dept. _____

Contact : _____ Email: _____ Phone #: _____

Publication Job Title: _____ Need Publication by Date: _____

Ready for output (check one): InDesign PDF MS Word Other: _____

Designer Contact/Phone/Email: _____

Instructions:

Offset/Conventional Digital

Quantity:

No. of Pages:

Flat Size:

Finished/Folded Size:

Ink: Bleeds No Bleeds

Stock:
Unless otherwise specified, when specifications include manufacturer's brand name, the University will consider approved equals. An approved equal will be based solely on the judgment of Procurement Services that the proposed equal is substantially consistent with the brand name specified.

Binding:
ALLOW 24 HOURS TO APPROVE PROOF, UNLESS OTHERWISE NOTED.

Additional Notes:

TO BE COMPLETED BY VENDOR
Packaging Individual packages may weigh no more than 35 lbs. Indicate freight cost if it is not included in the price quoted. Vendor to prepay freight cost and add freight to invoice.
Vendor:
Quote Number:
Price Quoted:

Note any exceptions to specifications or alternate proposed specifications

SUBMISSION OF THIS BID CERTIFIES THAT THE VENDOR IS BIDDING PER THE UNIVERSITY SPECIFICATIONS UNLESS OTHERWISE NOTED ABOVE.

DELIVER SAMPLES AS REQUESTED: Yes No

Number of Samples: _____

Deliver Samples to:

ODU University Communications, 4211 Monarch Way, Suite 100, Norfolk, VA 23529

Deliver printed materials to:

UNIVERSITY COMMUNICATIONS APPROVAL	
Signature	
Print Name	
Date	