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 10 PRINTED SAMPLES TO:
(4) ODU University Publications, 1101 Spong Hall, Norfolk, VA 23529
(2) ODU Procurement Services, 4401 Powhatan Ave., Norfolk, VA 23529

Deliver printed materials to:

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UNIVERSITY PUBLICATIONS APPROVAL

Signature

Print Name

Date

DELIVERIES MUST BE MADE BETWEEN THE HOURS OF 8:00 AM AND 4:00 PM

2/24/20