



**University of Massachusetts Amherst
Department of Procurement**

**Request for Bids:
Printing of the University of Massachusetts
Commencement Program 2008
per the attached specifications**

**RFB# AA08-RH-2732
Bid Opening Date – April 22, 2008 @ 2:00 p.m.**

JOB NAME: 2008 Commencement Program

PAGE SIZE: 8.5" x 11", finished

NO. OF PAGES: Please quote on 52 pp, 56 pp & 60 pp, plus cover.

QUANTITY: 18,000 /+500s/-500s

STOCK: Text: 80 lb. text, Finch Casablanca opaque vellum or equivalent.
Please specify.
Cover: 80 lb. Garda Gloss

INK: Text: black
Cover: inside and outside, 4/4 process plus aqueous

BLEEDS: No

BINDERY: Score cover, collate, fold, trim and saddle stitch.

PREPARATION: InDesign CS file supplied for output. Printer to set traps where necessary.

PROOFS: Blue proof (salt) and Matchprint or equiv. required for approval.

SCHEDULE: Dylux and Matchprint 4 working days after receipt of file.
Printed pieces 10 working days after approval of proofs.

DELIVERY: No later than Wednesday, May 21, 2008
Deliver 1 carton to Creative Services, Munson Hall,
UMass Amherst

Balance to:

Physical Plant Receiving Room,
University of Massachusetts, Amherst MA
Attn: Gloria Fox, Community Relations and Special Projects phone: 545-4203

SPECIAL

INSTRUCTIONS: All cartons MUST be labeled with their quantity. Prices include all pickups and deliveries at UMass Amherst. NO MORE THAN 3% OVERS OR UNDERS