

3 pages total

Kendall

PRINTING COMPANY 3331 West 29th Street • Greeley, CO 80631 • 970 330-8895 • 970 330-1412 FAX • 800 464-3538 WATS
 An ISO 9002 Registered Company

December 5, 2003

Ed Bonnette
 City of Fort Collins
 300 LaPorte
 Fort Collins, CO 80521

Dear Ed,

Thank you for giving us the opportunity to quote on this project. Please review the following specifications to confirm that I have an accurate understanding of your desires. Any differences in specifications may result in a difference in the price. Please don't hesitate to call if you have any questions or if I may be of any assistance.

ORDER SPECIFICATIONS

TITLE / ESTIMATE#:	Payment Assessment Envelope	Estimate #41689/41691
ART SUPPLIED:	Trouble Free Electronic Files, unknown format	
SIZE:	6 ¾ x 12 ¼ folds to 6 ¾ x 3.42	
PAGE COUNT:	2	
STOCK:	Option A:	60# Cougar Opaque Text-white
	Option B:	60# Starbrite Opaque Text-white
PROOF:	Plotter Proof	
PRESS:	Prints black and 1 PMS color on both sides, with bleeds	
BINDERY:	N/A	
PACKAGING:	Bulk	
SHIPPING TOLERANCES:	5% under – 5% over (billing lot priced)	
DELIVERY ADDRESS:	TBD	
SCHEDULE:	TBD	
QUANTITY:	57,500	
PRICE:	Option A:	\$3954.00
	Option B:	\$3823.00

I look forward to hearing from you.

Sincerely,
 Ronda Glover for Mark Kendall

Quote is Valid for 60 Days

Acceptance of job depends upon credit approval. Prices and schedules are subject to change upon receipt and review of customer furnished electronic files and/or artwork. This quotation is subject to paper prices and availability in effect at the time of quote and is subject to adjustment at the time of the awarding of the project if beyond 60 days. Prices quoted do not include sales tax.

p. 1 of 2



Administrative Services

Purchasing Division

Post-it® Fax Note	7671	Date	12/4/03	# of pages	2
To	RONDA GLOVER	From	ED BONNETTE		
Co./Dept.	KENDALL	Co.	FORT COLLINS		
Phone #		Phone #	970-416-2247		
Fax #	970-330-1412	Fax #	970-221-6707		

Date: December 4, 2003

Ref #: Payment Assistance Program Tri-Fold

THIS IS A PRICE QUOTATION -- NOT AN ORDER

Please supply pricing and delivery information, all items to be quoted FOB Fort Collins, Colorado, as requested below; and respond via FAX BY Monday 12:00 Noon December 8 to:

Ed Bonnette, C.P.M., CPIM, CPPB
(970) 221-6707

Any purchasing questions regarding this inquiry should be directed to Ed Bonnette, (970) 416-2247. Any technical questions regarding this inquiry should be directed to Shannon Turner, (970) 416-2254.

QUANTITY:

57,500 each

DESCRIPTION:

Payment Assistance Program Tri-Fold
 Stock: please bid both 60# White Cougar Opaque, and your similar house stock.
 Size: 6.75" x 12.25" folds to 6.75" x 3.42"
 File: digital file PC InDesign 2.0
 Colors: 575 PMS and black 2/2
 Bleeds: yes
 Bindery: has a built-in envelope that needs to be folded at the 10.25" mark and glued; also needs a vertical glue line.
 Shipping: 56,500 to deliver to: 1,000 to deliver to:

First Class Direct	Fort Collins Utilities
760 SE Frontage Road	700 Wood Street
Fort Collins, CO 80524	Fort Collins, CO 80521
	Attn: Shannon Turner

Cougar Stock Price \$.0688 Ea. \$ 3954.00 Total

"House Stock" Price \$.0665 Ea. \$ 3823.00 Total

This project is high priority and needs to be done ASAP. Please indicate your soonest possible delivery date; speed as well as price will be an award criteria for this bid!

Delivery: 9-10 working days



Administrative Services

Purchasing Division

p. 2 of 2

Items being bid meet the above specifications without exception. Yes No . If not, please list exceptions, specifying paragraph reference number, on a separate sheet and attach to your bid.

Vendor Name: Kendall Printing Co.

Address: 3331 W. 29th St., Greeley, CO 80631

Telephone # 970-330-8895 FAX # 970-330-1412

Respondent Name: Adam Kendall
(Please Print)

By: *Adam Kendall*
(Signature)

3 pages total

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Administrative Services
Purchasing Division

p. 1 of 2

Post-it® Fax Note	7671	Date	12/4/03	# of pages	2
To	LONDA GLOVER	From	ED BONNETTE		
Co./Dept.	KENDALL	Co.	FOOT COLLINS		
Phone #		Phone #	970-416-2247		
Fax #	970-330-1412	Fax #	970-221-6707		

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Address: 3331 W. 29th St., Greeley, CO 80631

Telephone # 970-330-8895 FAX # 970-330-1412

Respondent Name: Adam Kendall
(Please Print)

By: *Adam Kendall*
(Signature)