



ITALIAN TRADE AGENCY
 ICE - Italian Trade Commission
 Trade Promotion Office of the Italian Embassy

Printing Services Quotation Sheet

Instructions: Please fill out each line item with your company's price quotation in USD according to the given specifications. The awarded bidder will be requested to adjust prices proportionally when offering a service for volumes or quantities not listed in the quotation sheet. Please include all proposal writing, labor, and setup costs in the price. Shipment costs should NOT be considered in the price. Note that the Italian Trade Agency is a tax

Color codes: Yellow - Vendor's quotation

Please insert your quotations in the spaces highlighted in yellow only

Item Description	Paper weight in lbs (#) (if applicable)	Printing services	
		per unit quantity: 250	Expected delivery time (in business days)
A) Flyers: Full color production for flyer(s) to be handed out with all graphic/assets included			
5.5" x 8.5"	#80, gloss cover, 4 points		
8.5" x 11"	#80, gloss cover, 4 points		
B) Brochures: Full color production for brochures to be handed out. Multiple panel and/or multiple page brochures with all graphics/assets included.			
Half fold (bi-fold) 8.5" x 11"	#80, gloss cover, 5.5 points		
Tri-fold 8.5" x 11"	#80, gloss cover, 5.5 points		
Tri-fold 21" x 8.5"	#80, gloss cover, 5.5 points		
C) Print Ad: Full color production, single magazine page			
8.5" x 11"	80#, gloss cover		
D) Invitations: Full color double sided cardboard production			
4" x 6"	#80 stock paper		
E) Postcards: Full color standard size folder production including logos on the front, inside and back side			
5" x 7"	100#, gloss cover, 10 points		
6" x 9"	100#, gloss cover, 10 points		
F) Business Cards: Full color standard sized business cards, 3 PMS colors: 341C, 485C, 447C			
3.5"x 2" Single-sided	110# classic linen cover / solar white		
3.5" x 2" Double-sided	110# classic linen cover / solar white		
G) Folders: Full color standard size folder production including logos on the front, inside and back sides			
8.5" X 11"	with 1/4" Backbone & 4"(H) 2 pockets with card slits inside both pockets		
H) Company Letterhead: Full production of the letterhead with ITA logo on the upper left hand portion of the header. ITA Chicago office address located on the footer respectively			
8.5" x 11"	60# matte paper, 3 points		
I) Booklets: Full color production for print and digital purpose. 16 pages self-cover. Bound or Saddle stitch.			
5.5" x 8.5" Saddle Stitched small booklet	Print 4/4. 100# glossy cover		
8.5" x 6.5" Booklet (17" x 6.6" flat size)	Print 4/4. 100# glossy cover		
J) Trade Show Graphics/Booth Graphics:			
Stand-up banner 33" x 80" Retractable banner stand Single side printing Interlocking pole design Swiveling foot for stability Matte silver finish stand Carry bag	Full Color Vinyl cover		
Hanging Banner 96" x 185" 2x valances (96" x 185") Window block out sticker Support bar for banner and 2x valances	Full Color Vinyl cover		
Wall Graphic 5' x 7'	80#, gloss cover		

*= TO BE FILLED OUT AND RETURNED WITH BID

Date: _____

Company Name: _____

Print Name and Position: _____

Signature: _____

Please note: All labor involved with graphics design creation from design proposal through final delivery to the printer/ advertiser/ trade show booth constructor should be included in the price.

ITA - Trade Promotion Section of the Consulate General of Italy