

Annex 1

GRAPHIC DESIGN AND PRINTING SERVICES QUOTATION SHEET

ITEM	TECHNICAL SPECIFICATIONS	Estimated event numbers over 2 years	Economic offer per unit* USD \$	Total Economic offer* USD \$
1) Graphic Creation Design	Full color production for print and digital purpose. Development of 3 initial concepts and refinement of final selected concept	30		
2) Graphic adaptation	Design adaptation of graphic for digital and Web advertising (newsletter letterhead, leaderboard, Mobile App, etc.) for max three different sizes	30		
3) Brochures	Design and printing (delivery included) <ul style="list-style-type: none"> a) Half fold (bi-fold) 8.5" x 5.5", 24 ca pages each, full color, Self-cover glossy #100 lbs., text, saddle stitched; b) Tri-fold 8.5" x 11", 24 ca pages each, full color, Self-cover glossy #100 lbs., text, saddle stitched. Nr. 200 per event.	30		

4) Print Advertisement	Full color production for print advertisement with or without bleeds including all graphics for publication in magazines, catalogues, booklets and other print outlets: a) Full page letter size, gloss cover; b) Horizontal half page, gloss cover; c) Quarter page 1/4, gloss cover.	30		
5) Leaflets	Design and printing of leaflets 11' X 8.5' size, full colors, double gate fold, 200 grams paper matte coat. Nr. 200 copies per event.	30		
6) Folders	Design and printing of folders; 12"x 9" size, two pocket folders with business card holder, white, Italian flag color design, ITA logos and contact information. Nr. 1000 copies.	2		
7) Promotional Cards or Invitations	Design and printing of promotional card/invitation Postcard size, double sided, full color, paper matte coat. Nr. 200 copies per event.	30		
8) Roll up Banners	Design and printing of roll up banners including the base W33" x H80", soft pvc matte, printed on one side, full colors. Nr. 3 per event.	30		
9) Business cards	Design and printing of business cards: 3.5" x 2", double sided, full color, squared corners. Nr. 500 copies per name (nr. 12 names).	12		
10) Badges and Badge holders	Design and printing of badges 100x140 mm, full colors, two sides, matte 100 lbs. (including badge holders and lanyards). Nr. 200 copies	30		
11) USB drives	4GB, key ring attached, white with full color ITA logo printed on one side. Nr. 150 units	30		

12) Company Letterhead	Design and printing, full color with ITA logo and address, Letter size, matte paper. Nr. 500 copies	1		
13) Non-Windowed envelopes	Design and printing, full color production with ITA logo and return address; 4 1/8 x 9 1/2" letter envelope size. Nr. 200 copies per event.	3		
14) Trade Show graphic /Booth Graphics	Full color production for trade show and/or booth graphics such as wall graphics, banners, posters, headers, and exhibit booth layout maps. a) Wall graphic 5'(L) x 7'(W) displaying a map of the pavilion with ten (10) company logos. b) Banner design 7'(L) x 2'(W) with logos and text c) Roll Up Banner 7'(L) x 4'(W) single-sided	20		
15) Mounted Posters	Design and printing, full color, foam core-laminated poster with grommets on the top corners. 32" x 50 " with 3/8" thick poster; 3/8 thick foam core laminated. Nr. 2 items per event.	30		
16) Outdoor Rigid Stand Signs	Design and printing, full color, 78" x 31" size. Include heavy base. Nr. 2 item per event.	30		
17) Copies	Standard Letter size, full color, two sided. Nr. 300 per event.	30		
18) Booklets, Presentations, reports	Full color production for print and digital purpose 12 pages self-cover. Bound or Saddle stitch. a) 5.5" x 8.5" Saddle Stitched Small Booklet; print 4/4, 100# glossy cover; b) 8.5" x 6.5" Booklet (17" x 6.6" flat size); print 4/4, 100# glossy cover;	30		

	<ul style="list-style-type: none"> c) 8.5" x 11" Bound Letter-size Book or Manual; print 4/4, 100# glossy cover d) 6" x 6" Booklet (6" x 12" flat size); print 4/4, 100# glossy cover 			
DIGITAL				
19) Online Banners	<p>Full color production for online advertisement configurations to include both animated and static formats. Items may not be limited to having dimensions for banner, skyscraper, popup, full page, mobile, and email ads including standard banners used in major Social Media outlets such as Facebook, Instagram, LinkedIn, Google, and Twitter. Please quote the work needed for:</p> <ul style="list-style-type: none"> a) Banner (non-html) b) Banner (including HTML 5 format for animation) c) Leaderboard d) Square e) Skyscraper f) Email advertisement (non-HTML) g) Email advertisement (including HTML 5 format for animation) 	30		
20) Digital Catalog	Design and creation of a digital catalogue, full color, approx. 40 pages with interactive links (social, email, website)	30		
Web Design for mini website – word press	Design, web hosting space for 1 yr. and setup.	30		

Digital invite	n. 6 based on initial concept, revisions, Complete web file with iperlink	30		
	TOTAL			

***All rates must be inclusive of delivery within the USA. Locations and Deadlines will be established and agreed upon on each project's order form.**

Signature _____

Company name _____

Name/Print _____

Title _____

Date _____