

 <b>ITALIAN TRADE AGENCY</b> ICE - Italian Trade Commission Trade Promotion Office of the Italian Embassy		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 design and/or printing price. Note that the Italian Trade Agency is a tax exempt organization. Please also include the average turnaround time, in days.		
		Color codes: <b>Yellow - Vendor's quotation</b> <b>Gray - N/A</b>		
<b>Graphic Design and Printing Services Quotation Sheet</b>		Please insert your quotations in the spaces highlighted in yellow only		
Item Description	Weight in lbs (#)(if applicable)	Graphics Design Services (if applicable)	Printing services	
<b>A) Brochures: Full color production for brochures to be handed out. Multiple panel and/or multiple page brochures with all graphics/assets included.</b>		per service:	per unit quantity: 300	Average turnaround time (in days)
Half fold (bi-fold) 8.5" x 11"	#80, gloss cover, 5.5 pts			
Tri-fold 8.5" x 11"	#80, gloss cover, 5.5 pts			
<b>B) Flyer(s): Full color production for flyer(s) to be handed out with all graphics/assets included.</b>		per service:	per unit quantity: 300	Average turnaround time (in days)
5.5" x 8.5"	80#, gloss cover, 4 pts.			
8.5" x 11"	80#, gloss cover, 4 pts.			
<b>C) Print Advertisement: Full color production for print advertisement with or without bleeds including all graphics/assets for publication in magazines, catalogs, booklets, and other print outlets/mediums.</b>		per service:	per unit quantity: 300	Average turnaround time (in days)
Full page letter-sized	80#, gloss cover			
Horizontal half page	80#, gloss cover			
Quarter page 1/4	80#, gloss cover			
<b>D) Invitations: Full color double sided production.</b>		per service:	per unit quantity: 300	Average turnaround time (in days)
4" x 6"	80#, stock paper			
<b>E) Postcards: Full color standard sized double-sided postcards.</b>		per service:	per unit quantity: 300	Average turnaround time (in days)
5" x 7"	100#, gloss cover, 10 pts.			
6" x 9"	100#, gloss cover, 10 pts.			
<b>F) Business Cards: Full color standard sized business cards. 3 PMS colors: 341C PMS 485C, PMS 447 C</b>		per service:	per unit quantity: 300	Average turnaround time (in days)
3.5" x 2" single-sided	110# classic linen cover / solar white			
3.5" x 2" double-sided	110# classic linen cover / solar white			
<b>G) Folders: Full color standard size folder production including logos on the front, inside and back sides.</b>		per service:	per unit quantity: 300	Average turnaround time (in days)
9"(W) x 12"(L) with 1/4" Backbone with 4"(H) 2 Pockets with Card Slits Inside on Both Pockets	120#, 16 pt. matte cover			
9"(W) x 12"(L) with 1/4" Backbone 2 Pockets Without Card Slits	120#, 16 pt. matte cover			
<b>H) Company Letterhead: Full color production of the letterhead with ITS logo on the upper left hand portion of the header. ITA Chicago office address located on the footer respectively Additional instructions will be provided by the ITA.</b>		per service:	per unit quantity: 300	Average turnaround time (in days)
Letter 8½" x 11"	60#, matte paper, 3 pts.			
<b>I) Non-Windowed Envelopes: 4 color production with ITA logo and return address on the upper left hand portion of the letter envelope.</b>		per service:	per unit quantity: 300	Average turnaround time (in days)
4 1/8 x 9 1/2" non-windowed (plain) letter envelopes	70#, 3.5 pts.			
<b>J) Large or Catalog Envelopes: Full color production with ITA logo and address on the upper left hand portion of the envelope.</b>		per service:	per unit quantity: 300	Average turnaround time (in days)
White 12" x 15½" peel & seal	70#, 3.5 pts.			
<b>K) Booklets, Presentations, Reports: Full color production for print and digital purpose. 12 pages self-cover. Bound or Saddle stitch.</b>		per service:	per unit quantity: 300	Average turnaround time (in days)
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			
8.5" x 11" Bound Letter-size Book or Manual	print 4/4, 100# glossy cover			
6" x 6" Booklet ( 6" x 12" flat size)	print 4/4, 100# glossy cover			
<b>L) Trade Show Graphics/Booth Graphics: Full color production for trade show and/or booth graphics such as wall graphics, banners, posters, headers, and exhibit booth layout maps. Please quote for:</b>		per service:	per unit:	Average turnaround time (in days)
Wall graphic 5'(L) x 7'(W) displaying a map of the pavilion with ten (10) company logos.				
Banner design 7'(L) x 2'(W) with logos and text				
Roll Up Banner 7'(L) x 4'(W) single-sided				

<b>M) Mounted Posters: Full color production for a foam core-laminated poster with grommets on the top corners. Please quote for:</b>		<b>per service:</b>	<b>per unit:</b>	<b>Average turnaround time (in days)</b>
32" x 50" inches with 3/8" thick Poster	3/8 thick foam core-laminated, 120#			
<b>N) Outdoor Rigid Stand Signs: Full color production for print 4/4 color. Include heavy base for wind resistance. Please quote for:</b>		<b>per service:</b>	<b>per unit:</b>	<b>Average turnaround time (in days)</b>
78 "x 31" poster/sign	120#, 14pts.			
<b>O) Name Cards/Badges: Full color production. Please quote for:</b>		<b>per service:</b>	<b>per unit quantity: 300</b>	<b>Average turnaround time (in days)</b>
5" x 3" Conference Badge	100#, 10pts.			
2-1/8" x 3-3/8" Event Badge	100#, 10pts.			
<b>P) Copies</b>		<b>per service:</b>	<b>per unit quantity: 300</b>	<b>Average turnaround time (in days)</b>
Standard 8½" x 11" sheet paper, full color, single sided	50#			
Standard 8½" x 11" sheet paper, full color, two-sides	50#			
<b>Q) Online Banners: 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:</b>		<b>per service:</b>	<b>per unit:</b>	<b>Average turnaround time (in days)</b>
Banner (non-html)				
Banner (including HTML5 format for animation)				
Leaderboard				
Square				
Skyscraper				
Email advertisement (non-HTML)				
Email advertisement (including HTML5 format for animation)				
<b>R) Logo Design</b>		<b>per service:</b>		
Full color production for print and digital purposes.				
		<b>TOTAL AMOUNT:</b>		
* = TO BE FILLED OUT AND RETURNED WITH BID				
Date: _____				
Company Name: _____				
Print Name and Position: _____				
Signature: _____				
<u>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.</u>				
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