

Informal Solicitation#: COMMENCEMENT PROGRAMS-22

Stephen F. Austin State University is seeking informal quotes for our May 2022 Commencement Ceremonies.

Please provide the below pricing by return email.

All bids must be received by 4PM Wednesday, April 13, 2022.

Please contact Lacey Bradshaw at Lacey.Bradshaw@sfasu.edu or 936-468-4412 for any questions related to this bid document.

-ALL PRICES QUOTED MUST INCLUDE SHIPPING and/or DELIVERY CHARGES.

-PROGRAMS TO BE DELIVERED NO LATER THAN MAY 4, 2022.

**Commencement Program: Cover
For May Only**

| | |
|---------------|---------------------------------|
| Flat Size | 17" W x 11" H |
| Finished Size | 8.5" W x 11" H |
| # of Pages | 1 page with front printing only |
| Bleed | No |
| Color | purple foil emboss |
| Fold | Once |
| Score | Once |
| Binding | See inside pages estimate |
| Paper | 100# Offset Cover - White |
| Special: | |
| Quantity | 13,500 |

Commencement Program: Inside Pages
Only 1 Version

| | |
|---|----------------------------|
| Flat Size | 17" W x 11" H |
| Finished Size | 8.5" W x 11" H |
| # of Pages | 28 |
| Bleed | No bleeds |
| Color | Black ink only |
| Fold | once |
| Score | |
| Binding | Saddle-stitched with cover |
| Paper | 60# white uncoated text |
| Quantity, please provide a quote for all three quantities listed. | 13,500 |