

STATE OF S.C. PRINTING SPECIFICATION SHEET

The S.C. Government Printing Services Manual (1-1-98) shall be made a part of all Printing Procurement by reference.
MARK THE BOXES AND FILL IN THE BLANKS THAT ARE APPLICABLE. SEE ATTACHED SPECIFICATIONS.

VENDOR _____ AUTHORIZED SIGNATURE _____

DESCRIPTION: MTC Stationery Rebrand 2014 AGENCY: Midlands Technical College

AGENCY CONTACT: Ann Poulos PHONE NUMBER: (803) 691-3682

QUANTITY (per issue): see pg. 3 ISSUES (per year): 1 FLAT SIZE: see pg. 2 FOLDED SIZE: see pg. 2

PAGES: see pg. 3 PLUS COVER SELF COVER OTHER: _____

STOCK: Text: see pg. 3 and attached pgs for specs Other: _____

Cover: _____ Other: _____

INK: Text - 1 Color _____ 2 Color _____ 3 Color _____ 4 Color Process

5 Color _____ 6 Color _____ Other: _____ Bleeds (No. _____)

Covers 1 & 4 - 1 Color _____ 2 Color _____ 3 Color _____ 4 Color Process

(Front & Back)

5 Color _____ 6 Color _____ Other: _____ Bleeds (No. _____)

Covers 2 & 3 - 1 Color _____ 2 Color _____ 3 Color _____ 4 Color Process

(Inside front

Inside Back)

5 Color _____ 6 Color _____ Other: _____ Bleeds (No. _____)

MECHANICAL: Composition and Layout provided by - Printer Agency Camera Ready Negatives Furnished

Other: _____

MEDIA: Electronic Transmission - Modem E-mail Other: _____

Media Format - IBM Comp. Macintosh Other: _____ File Copied to Media File Printed to Media

Media Type- 3.5" Floppy 44/88/200/270 Syquest EZ 135 Syquest 3.5" Magneto Optical

5.25" Magneto Optical 5.25" Compact Disk Iomega ZIP Iomega Jazz Other: _____

Layout Program - Quark Express (Vers. # _____) PageMaker (Vers. # _____) Other: _____

Graphics Program - Illustrator (Vers. # _____) Freehand (Vers. # _____) PhotoShop (Vers. # _____) Other: _____

Typefaces provided by - Vendor Agency Typeface Brand: _____ Fonts used: _____

Color Separating by - Vendor Agency Color Trapping by - Vendor Agency

PRINTER: PostScript PCL Other: _____

Imaging Resolution Required - 600 dpi 1200 dpi 2400 dpi Other: _____

B&W SCANS: Line Screen Required: _____ Scan Resolution Required: _____ Size: _____ (No. _____) Size: _____ (No. _____)

FOUR-COLOR SCANS/ Line Screen Required: _____ Scan Resolution Required: _____

SEPARATIONS:

Provided by: Printer Agency Min. size(No. _____) 1/2 Page (No. _____) Full Page (No. _____)

Agency will provide Transparency Print Art Other: live digital

Type of proof: Match Print Dye Sublimation Other _____

PROOFS: Laser (Sets _____) Page (Sets _____) Blueline (Sets _____) Other _____

FOLDING: Yes No Type half SPECIAL APPLICATIONS: Die Cut Scoring Perforations (No. _____)

BINDING: Saddle Stitch Perfect Bind Side Staple 3 Hole Drill Collated

Plastic Bind (Color _____) Wire Bind Other _____

PACKAGING: Boxed 100 per box Wrapped _____ per pkg. Shrink Wrapped _____ per pkg.

COPY READY DATE: November 28, 2014 DELIVERY DATE REQUIRED: December 22, 2014

Inside Delivery MTC NE, Airport & Harbison Campuses, sample to Chernoff Newman (Charleston)

ALL COPY, PROOFS, ETC. MUST BE PICKED UP AND DELIVERED IN PERSON BY CONTRACTOR REPRESENTATIVE WHO IS KNOWLEDGEABLE AND CAPABLE OF DISCUSSING THE CONTRACT

COST SCHEDULE

Printing Specifications

Total Cost For Job/Issue \$ _____

Delivery Date _____

Vendor _____

Authorized Signature _____

Optional costs will be used to adjust the cost for changes to specifications. All items marked must be filled out or bid may be rejected for being non-responsive.

Cost per see pg. 3 for additional quantities at pressrun \$ _____

Cost per see pg. 3 for less quantities at pressrun \$ - _____

Cost per reprint in lots of 5000 within one year of award \$ _____

Cost per signature to: Add 2 page signature \$ _____ Delete 2 page signature \$ _____

Cost per signature to: Add 4 page signature \$ _____ Delete 4 page signature \$ _____

Cost per signature to: Add 8 page signature \$ _____ Delete 8 page signature \$ _____

Cost per signature to: Add 16 page signature \$ _____ Delete 16 page signature \$ _____

Cost per page for negative and re-stripping \$ _____

Cost for customer alteration: Laser Proof \$ _____ Page/Blueline (per line) \$ _____

Cost per B&W Scan: Minimum \$ _____ Half Page \$ _____ Full Page \$ _____

Cost per duotone: Minimum \$ _____ Half Page \$ _____ Full-Page \$ _____

Cost per color separation: Minimum \$ _____ Half-Page \$ _____ Full-Page \$ _____

Additional Information:

1. Quantities and specs of each component of this job are on attached pages.
2. Vendor must supply MTC Marketing Communication Office with 2 or 3 comparable samples for approval if requested
3. Absolutely no substitutions on paper stock per SC regulations. Agency may ask for documentation.
4. Press check required for designer
5. No overages or under runs
6. Quality & finishing are critical - absolutely no offset
7. Vendor must be able to transmit and receive files digitally in case of alterations
8. Printer must be within a 150 mile radius of MTC Airport Campus so that the agency is able to work directly with the printer
9. Quote must include packaging, shipping & delivery
10. Please direct design questions to Elizabeth Rogers at 843.972.1170

LETTERHEAD

MIDLANDS TECHNICAL COLLEGE

Quantity: 100,000 +/-10,000

Pack and label in sets of 500

8.5" x 11"

4/0 (CMYK)

Accent Opaque 70# text

FOUNDATION

Quantity: 2500 +/-500

Pack and label in sets of 500

8.5" x 11"

5/0 (CMYK + PMS 8500)

Accent Opaque 70# text

ENTERPRISE CAMPUS

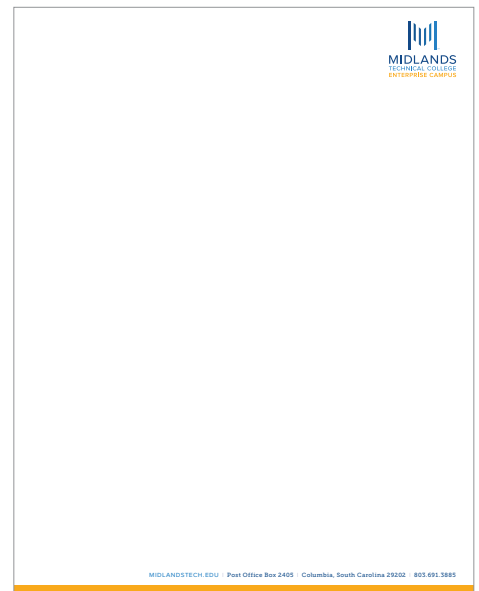
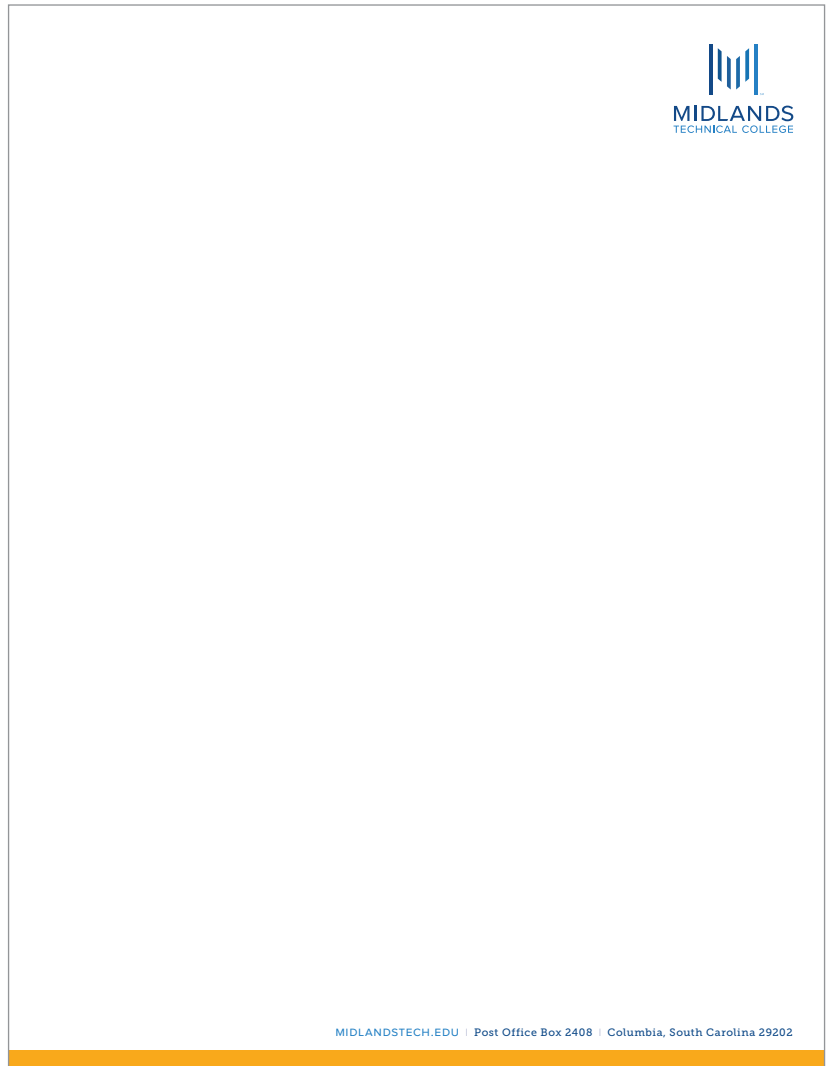
Quantity: 2500 +/-500

Pack and label in sets of 500

8.5" x 11"

4/0 (CMYK)

Accent Opaque 70# text



#10 ENVELOPE CONVERTED

MIDLANDS TECHNICAL COLLEGE

Quantity: 100,000 +/-10,000
 Return Address Department/Office Versioning
 Pack and label in sets of 500
 #10 / Accent Opaque White 70# text
 4/0 (CMYK)
 Square flap, CONVERTED



FOUNDATION 2500 +/-500

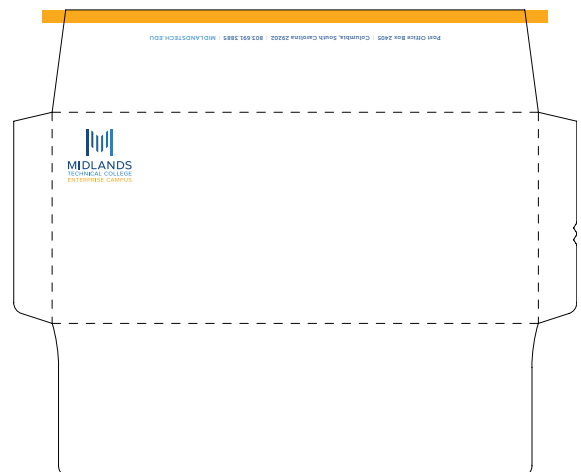
Quantity:
 Pack and label in sets of 500
 #10 / Accent Opaque White 70# text
 5/0 (CMYK + PMS 8500)
 Square flap, CONVERTED

ENTERPRISE CAMPUS

Quantity: 2500 +/-500
 Pack and label in sets of 500
 #10 / Accent Opaque White 70# text
 4/0 (CMYK)
 Square flap, CONVERTED



(Return Address Department/Office Versioning)



BOOKLET ENVELOPE CONVERTED

MIDLANDS TECHNICAL COLLEGE

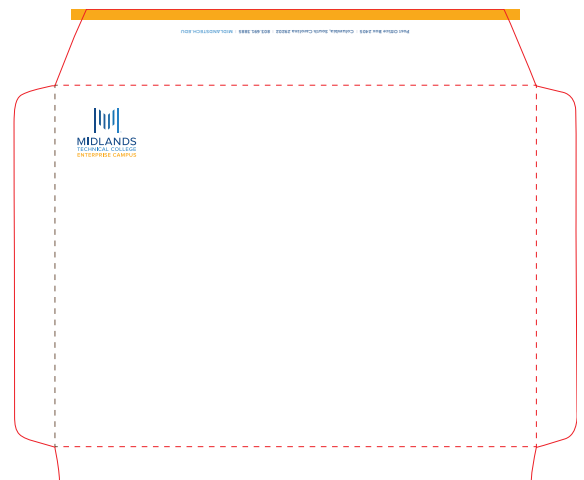
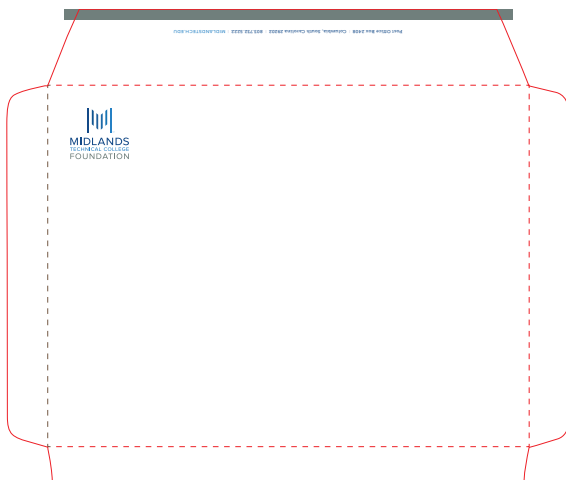
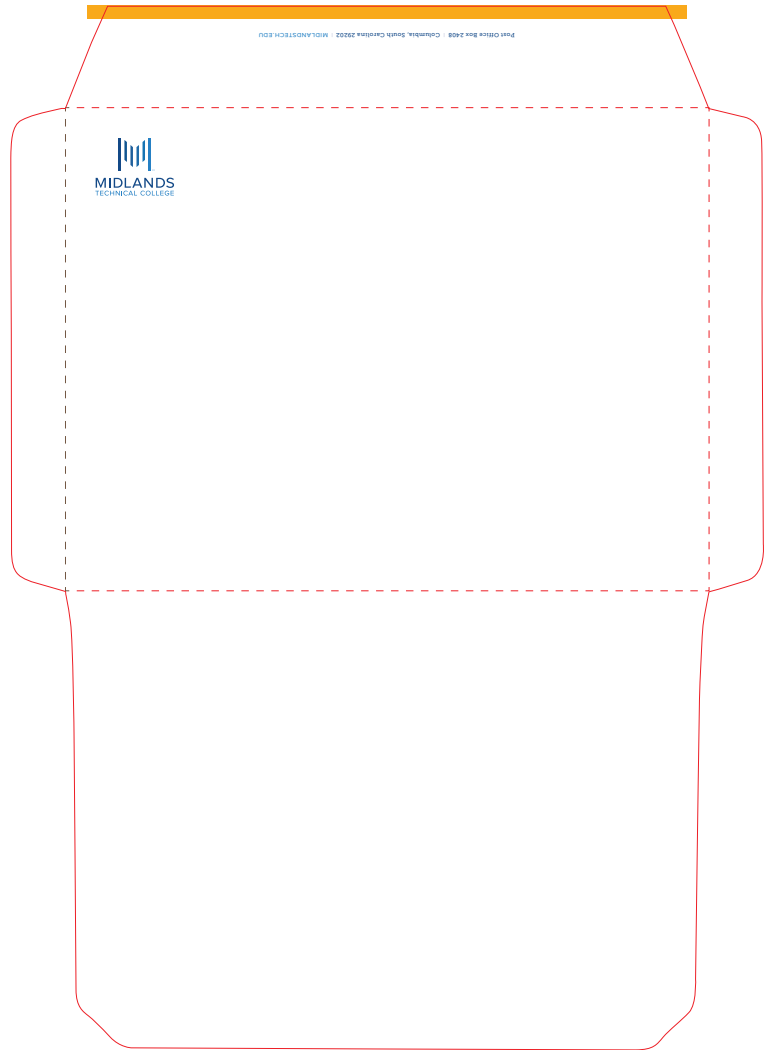
Quantity: 100,000 +/-10,000
 Return Address Department/Office Versioning
 Pack and label in sets of 500
 12x9 booklet / Accent Opaque White 70# text
 4/0 (CMYK)
 Square flap CONVERTED

FOUNDATION

Quantity: 5000 +/-500
 Pack and label in sets of 500
 12x9 booklet / Accent Opaque White 70# text
 5/0 (CMYK + PMS 8500)
 Square flap CONVERTED

ENTERPRISE CAMPUS

Quantity: 5000 +/-500
 Pack and label in sets of 500
 12x9 booklet / Accent Opaque White 70# text
 4/0 (CMYK)
 Square flap CONVERTED



#10 WINDOW ENVELOPE

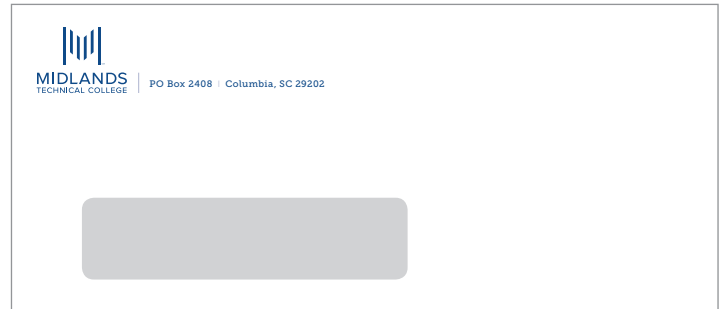
MIDLANDS TECHNICAL COLLEGE

Quantity: 5000 +/-500

#10 window envelope (left window)

24 # white wove

1/0 (PMS 2186)



MTC NOTECARDS & ENVELOPES

NOTECARDS Quantity: 27,000 +/-1000

Pearl Foil Stamping

Score & Fold

NO PRINTING

6.25" x 9" (folds to 6.25" x 4.5")

White 80# Accent Opaque White Cover Smooth

ENVELOPES

Quantity: 27,000 +/-1000

Printed 1 color front in PMS 2186 ink

4.75" x 6.5"

White 70# Waverly Hall A-6 Envelopes Smooth

