

SPECIFICATIONS

PRINTING: LETTERHEAD, ENVELOPES, RECEIPTS, ETC.

Printing will be similar to samples displayed in the Purchasing Department. Printing will vary for each department. All typesetting and printing is to be included in bid prices. **THERE IS TO BE NO ADDITIONAL CHARGE FOR TYPESETTING OR FOR REVISIONS.**

Color of ink to be used on letterhead and white envelopes is BLACK or REFLEX BLUE. No extra charge for color of ink. BLACK ink is to be used on Kraft envelopes. Envelope printing is to be from corner copy to full copy; two-sided and/or flap.

Color of numbers in receipt books to be same as printing color.

NCR sets numbers to be red or black as per samples.

NCR sets will be standard colors (white, yellow, pink) except where indicated.

The successful vendor shall submit to the Town of Babylon, for approval, proofs and proof of type prior to printing.

An overrun of more than 10% will not be accepted.

Prices for each item to be inserted on following bid proposal pages.

BID WILL BE AWARDED BY CATEGORY.