

LETTERHEAD ITEMS - PRICING SHEET

	Quantity	Price
Letterhead	500	
	1,000	
Blank w/ Seal	500	
	1,000	
Envelopes	500	
	1,000	
Business Cards - Front Only	100	
	250	
	500	
Business Cards - Front and Back	100	
	250	
	500	

All printing and seals must be laser safe. All seals, color paper and print must be approved by the ordering department prior to fulfilling the initial order. Vendor must provide a draft for all subsequent orders to the appointed person within the department placing the order. All subsequent orders will contain colors approved on the initial order unless specified otherwise by the department. Draft must denote corrections/changes or be signed as "approved" by the ordering department prior to the vendor fulfilling orders.

For each document there may be one layout and several variations of printed matter. These documents may be reproduced with different "printing". The samples included within each exhibit are not all inclusive with regard to print. There may be other departments other than those included within the samples. All orders will be shipped to the department placing the order within two weeks after the draft has been approved. Samples are provided to show size, weight, color, etc specifications. Quality for pricing with submittals shall be equal to the samples provided upon request.