

SCOPE OF WORK

These *Required Services* and *Specifications* have been developed from experience with previous publications of this book and with input from the PPACG AAA staff and focus groups. The term ‘pages’ as used below refers to numbered book pages.

Contact: Lucy Jacobs

E-Mail	Phone	Address
ljacobs@ppacg.org	719-471-7080 x114	15 S. 7 th Street, Colo. Spgs., CO 80905

General

Bids	<ul style="list-style-type: none"> * Must be valid through 4/30/22 * Must include: <ul style="list-style-type: none"> - the impact of 16, 8 and 4 pages difference + or – - allowance for 2 rounds of proof modifications up to a total of 10 pages of text changes -hard-copy proofs on white paper only
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Required Services

Design	None
Layout	None
Bindery	Perfect Bound
Copies	10,000, 15,000 & 18,000
Delivery Required	<ul style="list-style-type: none"> * Books to be boxed and sealed – <u>each box must weight 18 lbs or less.</u> * Delivery to PPACG AAA and <u>up to 12 other local sites to be included in bid</u> * Delivered to: PPACG AAA Attn: Lucy Jacobs 14 S. Chestnut Street Colorado Springs, CO 80905
Mailing Services Required	None

Specifications

Printed Page Size (not sheet size)	6.75”W x 9.125”H
Cover	<ul style="list-style-type: none"> * Separate cover * 65-pound yellow card stock * 2-color
Body (includes TOC & index)	<ul style="list-style-type: none"> * Text bleeds * Black ink, 2 sides * Paper: 60# white, smooth, uncoated paper * 200 t2otal book pages in addition to the cover
Book Content (from PPACG AAA)	* Final files delivered electronically (InDesign)