



777 W Cherokee St
Catoosa, OK 74015

Request for Proposal

Date: April 26, 2013

Description: WSS letterhead & envelopes

Product 1: Letterhead

Color – 2/0 (K + PMS 485) – bleed 3 sides

Paper – 80 lb. text Neenah Classic Linen, Brilliant White

Trim flat to 8.5x11

Product 2: Envelopes

Color – 2/0 (K + PMS 485) – print to edge 3 sides

Paper – 80 lb. text Neenah Classic Linen, Brilliant White

Convert to #10 regular envelope with moisture-seal flap

Hard-copy, color pre-press proofs required.

Submit bids for the following quantities of each product:

- 10,000
- 25,000
- 50,000
- 100,000

Stipulations:

- Printing will be done within a 50-mile radius of Tulsa, OK to allow representatives of Cherokee Nation Entertainment to press-check each product.
- Once work is awarded, work will be completed within 30 calendar days.
- Vendor will provide secure, climate-controlled storage of all material. Material must maintain integrity for mail shop production (laser-printing, addressing, inserting, etc.).
- Vendor will provide free delivery of carton-packed, partial orders of material to a Tulsa OK mail shop within 24 hours of request.
- Vendor will provide inventory tracking of all material upon request.