



777 W Cherokee St  
Catoosa, OK 74015

## Request for Proposal

Date: June 1, 2026

Description: Launch Party Invitation direct mail. **3 pdfs attached for reference.**

Estimated quantities:

Version 1 = 250

Version 2 = 200

**Product 1:** CHK LAUNCH PARTY INVITE

COLOR: 4C SIZE: 4.75" X 4.75" BLEED: .125"

PAPER: NEENAH CLASSIC CREST SOLAR WHITE SMOOTH 100C *\*or comparable stock.*

**Product 2:** CHK LAUNCH PARTY SLEEVE

COLOR: 4C FLAT: 6" X 10" FOLDED: 5" X 5" BLEED: .125"

PAPER: NEENAH CLASSIC CREST SOLAR WHITE SMOOTH 100C *\*or comparable stock.*

SPECIAL: MAGENTA = DIELINE, DON'T PRINT. GREEN = FOLD, DON'T PRINT. YELLOW = WHITE INK & SPOT UV.

TABS WILL BE GLUED TO CREATE SLEEVE FOR INVITE.

**Product 3:** CHK LAUNCH PARTY ENVELOPE

PRINT COLOR: PMS 419 C or CMYK digital match

FLAT: 7" X 12" FOLDED: 5.5" X 5.5" BLEED: N/A

PAPER: STARDREAM SILVER 105LB COVER

SPECIAL: MAGENTA = DIELINE, DON'T PRINT. GREEN = FOLD, DON'T PRINT. RED = VARIABLE, PRINTS BLACK.

TABS WILL BE GLUED TO CREATE CONVERTED ENVELOPE TO HOLD SLEEVE & INVITE.

*\*Okay to provide a pre-converted 5.5 x 5.5 envelope if available.*

Complete fulfillment, data process 2 mail lists, address envelopes and mail First Class.

Terms and conditions

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***BIDS MUST BE SUBMITTED AS A SIMPLE COST PER UNIT.***

VENDOR MUST SUBMIT A GUARANTEED TURN TIME FOR EACH PRODUCT WITH THEIR BID. TURN TIME WILL BE BASED ON APPROVAL OF PREPRESS PROOFS AS DAY ONE, AND DELIVERY OF MAIL TO USPS AS THE DAY OF COMPLETION.

**ALL ELEMENTS OF THE SCOPE OF WORK AS DESCRIBED ABOVE SHOULD BE FACTORED INTO THE COST PER UNIT.**