

## PRINT SPECIFICATIONS

**Date:**

**Project:** [Organization] Early Literacy begins with you - POSTERS (2)

**Description:** Two separate 23 inches by 35 inches posters, both print one side only, full-bleed.

One Spanish and one English version.

Artwork will be provided on CD

Top quality printing required.

Material will be available from the

[Organization's name and address]

Contact for artwork will be [name and phone number]

**Quantity:** [amount] English Posters, [amount] Spanish Posters

**Proofs:** High resolution, high quality color proofs of each poster to show how color will look when printed. Color is critical.

Proofs will be received and reviewed during normal working hours, 8:30 a.m.- 4:30 p.m., Monday-Friday. Send to [name at organization]. [Name] will check proofs. Should additional proof(s) be required due to contractor's errors, such proofs shall be furnished at no additional charge. Delivery by the specified date shall still be required.

**Ink:** Full color, CMYK, plus gloss varnish or aqueous, print one side only, no bleed-- Both posters.

**Stock:** Productolith Gloss, 80# Cover Weight. Comparable number 1 or 2 stock can be substituted.

**Packaging:** Collate into 1 batch of English copies and Spanish copies to be sent to [Organization, address ]. Package each batch in a suitable size cardboard tube (or another way if more efficient) to ensure safe delivery. Posters should not be folded.

**Samples:** Please send 8 samples of each item to

[Name]  
Organization and address]

Thanks and please contact [Name at number/email] if you need more information.