

RE: Quote for Business Cards

Dear Sir or Madam:

The City of Niagara Falls, N.Y. is seeking quotations for business cards per the specifications listed below. If possible, please include a quote for both 80lb and 100lb cards with smooth white stock that meets the following specifications:

- \* The official City Seal must be placed in the upper left corner of each card. (digital graphic will be provided by City)
- \* The City will order initial lots of cards (please list quantities required) to be warehoused by the vendor. As needed, we will request individual lots (250 cards or 500 cards/lot) to be printed with names, titles, phone numbers, etc. Specify if there is a minimum number of individual lots which must be ordered at a time.
- \* Please specify if there is a maximum amount of lines that can be used in each area. Cards will generally require name, title, mailing address, telephone number, facsimile number and email address. Also, at times, an employee may request that the City's website or other additional information be printed on the card. Enclosed are samples of two different cards.
- \* Turnaround time should be not more than two weeks after order is placed.
- \* Specify if there is an initial charge for artwork, set-up, etc.
- \* Include shipping and/or delivery costs (if any).

Please submit your quote no later than April 21, 2017, in writing, to: City of Niagara Falls, Purchasing Division, Room 214, 745 Main Street, PO Box 69, Niagara Falls, NY 14302-0069 or by fax at (716) 286-4337 or by e-mail to [leeann.huey@niagarafallsny.gov](mailto:leeann.huey@niagarafallsny.gov). Please also forward no less than ten (10) samples of both 80lb and 100lb card stock to the address above for evaluation by City officials and employees. Samples should be received by April 21, 2017.

If you have any questions please call Leeann Huey at (716) 286-4371.

Very truly yours,

Douglas A. Janese, Jr.  
Purchasing Agent

daj  
enc.