



2010 TOWN OF MAYNARD ANNUAL REPORT SPECIFICATIONS

The following specifications and guidelines shall be adhered to in the quote process:

1. Print book, cover and contents, text to be camera ready.
2. All required processes to be included in the quote, including shipping
3. For Town Report: Cover to be #___ colored stock, black ink, stock on inside pages to be #50 white offset, binding to be perfect bound.
4. Finish size for Town report to be 8 ½" x 11".
5. Quote price per page for approximately 200 pages.
6. Copy will commence to be available March 7, 2011.
7. Proofs on final book to be submitted to the Office of the Selectmen for review, sign off and approval no later than March 21, 2011.
8. All copies to be delivered to the Maynard Town Building, 195 Main Street, Maynard, MA 01754 before noon on April 25, 2011.
9. Total number to be quoted includes 500 Town Reports.
10. A written performance agreement shall be signed by the Town and bid recipient to assure schedule compliance.

The Selectmen reserve the right to accept or reject any and all quotes, or any part of a quote, as they may deem in the best interest of the Town.