

Emanuel County Board of Education 2024-2025 Student Handbooks

SPECIFICATIONS SHEET

- Quantity: 4670
- Cover + 75 pages (one perforated page – first page of book)
- Finished Pages: 8.5” x 11”
- Electronic files and camera-ready copies will be provided
- Standard 3-hole drill, trim, double saddle stitch, carton pack
- Total price of quote must include: **Counting, boxing and hand delivery of handbooks to each individual school.**

COVER

Paper: 100 lb. gloss cover, white

Printed: 1/1

Color: Dark Green (Front Cover) (Pantone 362)

Color: Light Green, Dark Green, & Black Image (Back Cover) (Pantone 362 & 382)

Details: Solids, medium coverage, no bleeds

PAGES

Paper: 60 lb. uncoated text, white

Printed: 1/1

Color: Black

Details: Solids, medium coverage, no bleeds

ADDITIONAL DETAILS:

1. Image for back cover can be requested by sending an email to jware@emanuel.k12.ga.us
2. Quotes must be sealed. Sealed quotes will only be accepted until **2:00 p.m. on Tuesday, June 4, 2024**
3. Electronic files and camera ready copies will be provided on **Wednesday, June 12, 2024** after board approves the recommended bid. Jansen Ware must be provided a proof to sample and approve before printing of handbooks.
4. Handbooks to be delivered by **3:00 p.m. on Monday, August 1, 2024**. Delivery of handbooks must be made to the designated individual schools.
5. The Emanuel County Board of Education reserves the right to reject any and all sealed quotes that do not meet specifications.

Direct any questions by email concerning this print job to:

Jansen Ware, Assistant Superintendent- jware@emanuel.k12.ga.us

Address sealed quotes to:

ATTN: Jansen Ware

Emanuel County Board of Education

201 North Main Street

PO Box 130

Swainsboro, GA 30401

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