Print-ready files for each project will be provided.

**INVITATIONS & ENVELOPES**
Invitation Specs: 3”x5” invitations on 100# nina classic laid or equivalent, quantity 300
Envelope Specs: 3.25”x5.25” envelopes (matching invitations but not card stock), quantity 300
Blue-line will be required for invitations and envelopes.

**PROGRAMS**
Please bid by the following specs (all options on white 80# cover with color ink, quantity 500)
Option A: One bifold of an 8.5”x11” sheet (four 8.5”x5.5” pages)
Option B: Two 8.5”x11” sheets, folded in half and stapled in the middle (creates eight 8.5”x5.5” pages)
Option C: Three 8.5”x11” sheets, folded in half and stapled in the middle (creates 12 8.5”x5.5” pages)
Blue-line required.

**POSTERS/SIGNS**
Specs: 3’ tall by 2’ wide, glossy (laminate), foam-core backed, four of them

**Submitting Bid**
Please submit estimate on company letterhead to Morgan Estabrook at mee4h@virginia.edu or (fax) 434.982.2734 by 12 p.m. noon on Friday, September 15.

With questions, call or e-mail Morgan Estabrook at 434.924.1383 or mee4h@virginia.edu.