



ADAMS LAKE INDIAN BAND

PO Box 588
Chase, BC V0E 1M0
Phone: (250) 679-8841
Fax: (250) 679-8813

April 9, 2019

EXPRESSION OF INTEREST For Booklet Printing/Binding Services

Adams Lake Indian Band (ALIB) is seeking the reproduction services for our 2018 Annual Report publication. ALIB will supply the entire layout and the digital formatting saved as a PDF file with all fonts and images embedded and saved at least 300 dpi resolution.

The services required are:

- Professional full-colour printing of 200 booklets.
- Booklet binding to secure pages together into a booklet. Plastic-comb binding or coil binding.
- Time of the Essence. It is essential the services be delivered within 10 business days.

Job specifications:

- 8.5" x 11", 20 lb. white bond paper for inside pages, double-sided.
- Front and Back pages to be thick paper card stock.
- 2 pages in the booklet equals 1 sheet of paper. (estimating booklet to be up to 100 pages)
- The ALIB 2018 Annual Report must be ready for distribution to our Membership by the end of May 2019.

Send expression of interest with:

- Your qualifications, experience and abilities to provide the services.
- Provide price quote to include materials, printing and binding the 2018 Annual Report booklets.
- The successful bid will be required to sign a service agreement with ALIB.

Deadline: **Friday, April 26th, 12 noon. (NO Exceptions)**

To: Adams Lake Indian Band,
Communications Department
Attention: Karen Everard
P.O. Box 588, Chase, B.C. V0E 1M0
Fax: 250-679-8813/Email: keverard@alib.ca

Preference may be given to qualified applicants of First Nations ancestry.