



## Memorandum

To: INDIVIDUALS OR BUSINESSES INTERESTED IN SUBMITTING A PROPOSAL FOR CUSTOM PRINTING

From: KAREN CLARK, ADMINISTRATIVE SECRETARY

Date: September 3, 2020

Enclosed, please find the scope of services for custom printing needs, including examples, for Georgia Mountains Regional Commission and WorkSource Georgia Mountains. Please note that slight variations from the examples provided, such as colors of paper stock or wording, may be needed on the final products.

If you are interested in submitting a proposal please complete, sign, and return the enclosed business information form and scope of services no later than September 18, 2020; proposals received after 9/18/2020 will not be considered. Please do not delete nor add to the scope of services; your proposal should be based solely on the items listed.

Should you have questions or require additional information, please contact Karen Clark at 770-538-2626 or [kclark@gmrc.ga.gov](mailto:kclark@gmrc.ga.gov). Proposals may be e-mailed to [kclark@gmrc.ga.gov](mailto:kclark@gmrc.ga.gov), mailed to P.O. Box 1720, Gainesville, GA 30503, or dropped off in person at 1310 West Ridge Road, Gainesville, GA 30501. Samples are attached but, should you need hard copies, they are also available for pick-up with prior notice.

Thank you for your interest! I look forward to hearing from you.

Sincerely,

A handwritten signature in blue ink that reads "Karen Clark". The signature is written in a cursive, flowing style.

Karen Clark, Administrative Secretary

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# CUSTOM PRINTING SERVICES INFORMATION REQUEST FORM

**COMPANY PROFILE**

COMPANY NAME \_\_\_\_\_

COMPANY ADDRESS \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ PHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_ ALT PHONE \_\_\_\_\_

**CUSTOM PRINTING NEEDS (Please provide quantity and cost estimate according to Items List, attached.)**

<b>Georgia Mountains Regional Commission</b>	
Business Cards	\$
#10 Envelopes, regular	\$
#10 Envelopes, window	\$
#10 Envelopes, to match letterhead	\$
A-2 Envelopes	\$
Letterhead	\$
Letterhead, 2 <sup>nd</sup> page, blank	\$
Notecard, bi-fold	\$
Mailing Labels	\$

<b>WorkSource Georgia Mountains</b>	
Business Cards	\$
#10 Envelopes, regular	\$
#10 Envelopes, window	\$
#10 Envelopes, to match letterhead	\$
A-2 Envelopes	\$
#28 Envelopes	\$
Letterhead	\$
Letterhead, 2 <sup>nd</sup> page, blank	\$
Notecard, bifold	\$
2-Pocket Folder	\$

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



**GMRC / WSGM CUSTOM PRINTED ITEMS LIST**

ITEM	SIZE	PAPER TYPE	WEIGHT	PER	INK COLOR(S)	DESCRIPTION	
GMRC	Business Cards	2 x 3.5	White	100 lb. stock	250 / 500	2-color, to match logo, 2-sided	see example
	Envelopes, Regular	10	White Wove	sub 24	500	Black/White/Grayscale	Logo and return address on front
	Envelopes, Window	10	White Wove	sub 24	500	Black/White/Grayscale	Logo and return address on front
	Envelopes, Regular	10	White	sub 60	500	2-color, blue and green to match logo	Logo and return address on front
	Envelopes, Card	A-2	White	70 lb.	250	Blue, to match blue in logo	Return address on back flap, no logo
	Letterhead	Letter	White Vellum	sub 60	Ream	2-color, blue and green to match logo	Mailing address, phone, and fax in blue at bottom
	Letterhead, 2nd page	Letter	White Vellum	sub 60	Ream	N/A	Blank; no printing
	Notecard, bi-fold	4.25 x 5.5 Folded	White Vellum	100 lb. stock	250	4-color, to match logo	Logo center, mailing address, phone, fax, web address in blue on front at bottom
	2-Pocket Folder	9 x 12	White Folder	Heavy Stock	250	4-color, to match logo	Logo printed on front with orange border around entire page; two interior pockets with orange border at top of pocket. Business card insert on pocket inside the front of the folder. WS PO Box, phone, and fax on front.
	WSGM	Mailing Labels	3" x 4"	White	Self-stick	500	Black
Business Cards		2 x 3.5	White	100 lb. stock	250 / 500	4-color, to match logo, 2-sided	see example
Envelopes, Regular		10	White Wove	sub 24	500	Black/White/Grayscale	Logo and return address on front
Envelopes, Window		10	White Wove	sub 24	500	Black/White/Grayscale	Logo and return address on front
Envelopes, Regular		10	White Vellum	sub 60	500	4-color, to match logo	Logo and return address on front
Envelopes, Card		A-2	White Vellum	70 lb.	250	Color to match Logo	Return address on back flap, no logo
Envelopes, Catalog		28	White Wove	sub 60	500	Black/White/Grayscale	Return address and logo front upper left corner, print landscape
Letterhead		Letter	White Vellum	sub 60	Ream	4-color, to match logo	Mailing address, phone, and fax at bottom
Letterhead, 2nd page		Letter	White Vellum	sub 60	Ream	N/A	Blank; no printing. Paper to match envelopes
Notecard, bi-fold		4.25 x 5.5 Folded	White Vellum	100 lb. stock	250	4-color, to match logo	Logo center, mailing address, phone, fax, web address on front at bottom

**ORDERING INFORMATION:**

P.O. Box 1720  
Gainesville, Georgia 30503  
gmrc.ga.gov

(770) 538-2626  
FAX (770) 538-2625  
gkessler@gmrc.ga.gov



#### GMRC BUSINESS CARD

- 2" x 3.5"
- White, 100 lb. heavy cardstock
- 2 sided
- 2 color, blue and green to match logo
- Front printed as pictured in this example
- Back: large logo in center, add web address and Facebook link underneath logo in blue to match logo



**Georgia Mountains Regional Commission**

**P.O. Box 1720 • Gainesville, Georgia 30503**

**GMRC ENVELOPES, REGULAR**

- Size #10
- White wove, sub. 24 paper
- Black/white/gray scale ink
- Front printed as pictured in this example



**Georgia Mountains Regional Commission**

**P.O. Box 1720 • Gainesville, Georgia 30503**

**GMRC ENVELOPES, WINDOW**

- Size #10
- White wove, sub. 24 paper
- Black/white/grayscale ink
- Front printed as pictured in this example



**Georgia Mountains Regional Commission**

**P.O. Box 1720 • Gainesville, Georgia 30503**

**GMRC ENVELOPES, REGULAR**

- Size #10
- These are to match the letterhead
- White wove, sub. 60 paper
- 2 color, blue and green to match logo
- Front printed as pictured in this example

Georgia Mountains Regional Commission  
P.O. Box 1720  
Gainesville, GA 30503

**GMRC ENVELOPES, CARD**

- Size A-2
- White 70 lb. paper
- Blue ink to match logo
- Return address on back flap, no logo

**GMRC NOTECARD, BI-FOLD**

- Folded size is 4.25" x 5.5"
- White vellum, 100 lb. stock
- 2 color, blue and green to match logo
- Printed as pictured in this example
- Inside blank





**GMRC LETTERHEAD**

- Letter; 8.5" x 11"
- White vellum, sub. 60 paper
- 2 color, blue and green to match logo, wording in blue
- Printed as pictured in this example

**GMRC LETTERHEAD, 2<sup>nd</sup> PAGE**

- Letter; 8.5" x 11"
- White vellum, sub. 60 paper
- Blank, no printing

GMRC MAILING LABEL

- 3" x 4"
- White, self-stick
- Black ink
- Printed as pictured in this example

**GEORGIA MOUNTAINS REGIONAL COMMISSION**

1310 W. Ridge Road  
P.O. Box 1720  
Gainesville, Georgia 30503  
(770) 538-2626

***To***

**GEORGIA MOUNTAINS REGIONAL COMMISSION**

1310 W. Ridge Road  
P.O. Box 1720  
Gainesville, Georgia 30503  
(770) 538-2626

***To***



**Micah Thomas**

MTU Instructor  
WorkSource Georgia Mountains  
mthomas@gmrc.ga.gov  
770-538-2631



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770-538-2727 | PO Box 2278, Gainesville, GA 30503  
[gmrc.ga.gov/workforcedevelopment.htm](http://gmrc.ga.gov/workforcedevelopment.htm)

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**WSGM BUSINESS CARD**

- 2" x 3.5"
- White, 100 lb. heavy cardstock
- 2 sided
- 4 color, to match logo
- Front printed as pictured in this example
- Back printed as pictured in this example

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PO Box 2278  
Gainesville, GA  
30503

**MSGM ENVELOPES, REGULAR**

- Size #10
- White wove, sub. 24 paper
- Black/white/grayscale ink
- Front printed as pictured in this example

Georgia Mountains

PO Box 2278  
Gainesville, GA  
30503



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WSGM ENVELOPES, WINDOW

- Size #10
- White wove, sub. 24 paper
- Black/white/grayscale ink
- Front printed as pictured in this example

Georgia Mountains

PO Box 2278  
Gainesville, GA  
30503



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**MSGM ENVELOPES, REGULAR**

- Size #10
- These are to match the letterhead
- White wove, sub. 60 paper
- 4 color, to match logo
- Front printed as pictured in this example



**NOTECARD, BI-FOLD**

- Folded size is 4.25" x 5.5"
- White vellum, 100 lb. stock
- 4 color, to match logo
- Printed as pictured in this example
- Inside blank

Georgia Mountains



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WorkSource Georgia Mountains  
PO Box 2278  
Gainesville, GA 30503

**WSGM ENVELOPES, CARD**

- Size A-2
- White 70 lb. paper
- Dark teal ink to match logo
- Return address on back flap, no logo

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### LETTERHEAD

- Letter; 8.5" x 11"
- White vellum, sub. 60 paper
- 4 color, to match logo, wording in dark teal ink to match logo
- Printed as pictured in this example

**WSGM LETTERHEAD, 2<sup>nd</sup> PAGE**

- Letter; 8.5" x 11"
- White vellum, sub. 60 paper
- Blank, no printing

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PO Box 2278, Gainesville, GA 30503

WSGM ENVELOPES, CATALOG-SIZE

- Size #28
- White wove, sub. 60 paper
- Black/white/grayscale ink
- Front printed as pictured in this example

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**WSGM 2- POCKET FOLDER**

- 9" x 12"
- White, 2-pocket folder, heavy stock
- 4-color, to match logo
- Front printed to match this example, but in full color (4-color, to match WS logo)
- Two interior pockets with orange border at top of pocket
- Business card slot on inside front pocket
- WSGM P.O. Box, phone, and fax on front

P.O. Box 1720 • Gainesville, GA 30503  
Phone: 770-538-2727 • Fax: 770-538-2730

↑  
Orange line at top

This is the inside of the 2-pocket  
folder for WSGM

Business card slot here ↓