

# SPECIFICATIONS

## Admitted Students Packet

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Christopher Newport University □ One Avenue of the Arts □ Newport News, Virginia 23606-3072

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A.S. Packet Quantity: 6,000. No more than 5 percent overrun per issue will be accepted. No underruns will be allowed.

A.S. Packet Pages: Cover + 20 page text + 4 page fly sheet

A.S. Packet Page Size: Cover – 26-1/2” x 7-3/4” tri-fold to 8-1/2” x 5-3/4” (2” glued pocket on front panel). Diagonal trim to the right edge. Allow for bleeds throughout.

Text – 16-3/4” x 5-3/4” fold to 8-3/8” x 5-3/4”. Allow for bleeds throughout.  
Fly sheet - 16-3/4” x 5-3/4” fold to 8-3/8” x 5-3/4”.

Envelope Quantity: 6,000. No underruns will be allowed.

Envelope Size: 9” x 6” Booklet Envelope.

Letterhead Quantity: 6,500. No underruns will be allowed.

Letterhead Size: 8” x 11” (**custom size**)

Sticker Quantity: 4,500. No underruns will be allowed.

Sticker Size: 1-1/2” diameter circle kiss cut out of Label Stock, sheet 8-1/2” x 11”. No bleeds

Pennant Banner  
Quantity: 6,000

Pennant Banner Size: 17” x 6” fold to 8.5” x 6”. No underruns will be allowed.

Copy: The university will provide a 300-dpi \*.pdf file (produced using InDesign CC for MAC). We estimate that material will be ready for pickup from CNU on Friday, October 23, 2020.

Contractor is responsible for pickup and delivery of all material.

Proofs: Contractor shall provide two **excellent-color composite proofs**. Color bars shall be printed on the press sheets.

Two **imposition proofs** are required of the packet, envelope, and sticker.

Should additional proof(s) be required due to contractor’s errors, such proofs shall be furnished at no additional charge. Delivery by the specified date shall still be required.

Proofs shall be submitted together within 7 business days of receipt of the \*.pdf file. Proof will be available for pickup within 2 business days of their receipt.

Contractor shall allow for CNU representatives to approve the publication on press. Contractor shall notify the university at least 24 hours in advance of the press run dates and times in order to schedule the representatives for press check. CNU will approve four-color printing only after the fifth color is printed. All forms on press between 8:30 am and 5 pm, Monday-Friday. This is firm.

Stock:

A.S Packet Cover – Curious Metallic Ice Silver Cover 111#. Bidder must provide a plain 8-1/2” X 11” labeled sample of the paper if quoting other than the specified stock.

A.S. Packet Text – Lynx 100# White Opaque Text. Bidder must provide a plain 8-1/2” X 11” labeled sample of the paper if quoting other than the specified stock.

A.S. Packet Fly Sheet – Neenah uv/ultra II translucent paper, pearlized 31#. Bidder must provide a plain 8-1/2” X 11” labeled sample of the paper if quoting other than the specified stock.

Envelope – 28” white wove booklet envelope. Bidder must provide a plain 8-1/2” X 11” labeled sample of the paper if quoting other than the specified stock.

Letter – 70# text. Bidder must provide a plain 8-1/2” X 11” labeled sample of the paper if quoting other than the specified stock.

Sticker – Dull Silver Label Stock. Bidder must provide a plain 8-1/2” X 11” labeled sample of the paper if quoting other than the specified stock.

Pennant Banner: 100# Dull Explorer Text, White. Bidder must provide a plain 8-1/2” X 11” labeled sample of the paper if quoting other than the specified stock.

Only papers designated as "mill brand" on the Grade Finders' *PaperBuyersOnline* website (<http://www.paperbuyersonline.com/>) will be used to determine the acceptable brands for the purpose of this bid invitation. *Private brand papers and business equipment brand papers are not considered equal to mill brand papers.*

Papers which have been accepted by Grade Finders/NAPCO for publication in subsequent editions of any of its paper buyer guides or publication on its website will be considered. For products not listed, a copy of Grade Finders' letter of acceptability should be included with your returned bid. Failure to provide this requested information as specified may be cause for your bid to be rejected.

Ink:

A.S. Packet Text: Four-color process throughout. Flood gloss aqueous throughout. Allow for bleeds, large solids and tight traps throughout.

A.S. Packet Fly Sheet: Blue Foil Stamp University Logo (5.5”x2”) one side

A.S. Packet Cover: Cover shall print Blind Deboss (“Congratulations!” – 7.25”w x .45”h). Register Deboss and Silver Foil Stamp (“Christopher Newport University” - 5.8”w x 1”h; “Sails Logo” - 1.25”w x 0.93”h; “Quote” - 4.1”w x 3”h); Matte Silver Foil Stamp on front diagonal trimmed edge (.4375” x 7.281”). Four-color process on both sides. Allow for large solids and tight traps throughout.

Envelope: One-color process on one side. Address block on envelope shall not be varnished to allow for inkjet printing.

Letter: One-PMS color (PMS 288)

Sticker: Blind Emboss Sail Logo. No bleeds.

Pennant: Four-color process. Allow for bleeds, two-sided.

Finishing: Score cover, die cut, deboss, foil stamp and glue. Then fold and saddle stitch.

Packaging: Package items separately. Copies shall be delivered to the warehouse and boxed as convenient. Cartons shall be sealed and labeled on at least two contiguous sides. Cartons shall be shrink wrapped or strapped to industry-standard, four-way pallets.

Delivery: All copies shall be delivered to the university's warehouse, located at 11 Sweet Briar Drive no later than Friday November 30, 2020. A loading dock is available. Contractor shall back truck to the dock and university personnel will unload. Delivery hours are 8:15 – 4:30, Monday – Friday.

Invoice: **METHOD OF PAYMENT**  
Invoices shall be submitted directly to the University Business Office. You may submit invoices electronically to [apinvoices@cnu.edu](mailto:apinvoices@cnu.edu) or mail them to:

Christopher Newport University  
Attn: Accounts Payable  
1 Avenue of the Arts  
Newport News, VA 23606-3072

All furnished material [and a copy of the invoice and delivery receipt(s)] shall be delivered to Amie Graham Dale, Office of Communications and Public Relations before invoice will be processed.

The University will remit payment in accordance with the VA Prompt Pay Act, within thirty (30) days from receipt of each invoice or thirty (30) days after the receipt of goods or services, whichever is later.

Changes: Any change(s) to the specifications, whether they are at the suggestion of the agency or the contractor, must be approved by Christopher Newport University, in writing, prior to execution of change(s).

Sample: Sample is available for inspection at Christopher Newport University, One Avenue of the Arts, Newport News, VA 23606. Contact Katie Bishop, (757) 594-8745, for an appointment.