



Minooka Community High School Distri
Aubrey Knight

6.15.26
Statement of Work / Quote
Printing and Mailing
PPM40034

Due to current market volatility, pricing is subject to change at the time of order and turn times are not guaranteed.

Job Name: Newsletter Mailer
Job Overview: Setup art, proof, print, process mailing

Creative Source: Print Ready Files Provided by

Print Specifications

# of Versions:	1	Flat Size:	17" w x 11" h
# of Pages:	2	Finished Size:	8.5" w x 5.5" h

Substrate / Stock: 100 # Gloss Book
Color Specifications: 4/4 with Bleed + AQ
Finishing: Folded to Finished Size

Mail Specifications

of Lists: 1
List Details: Purchase
Postage Size Type: Flat
Postage Class: Standard
"Other" Services: N/A

Print Quantity: 15,000
Mail Quantity: 14,742
Price: \$5,587.06
Design: N/A
Content: N/A

Shipping: Additional
Postage Estimate: \$0.45 per piece, all postage is additional and due before mail drop.
Estimated Turn Time: 12-14 Business Days after final art approval
Terms: Net 15

Additional Charges if Applicable: Tax is additional if applicable

Quote Approval:

To get started, please reply to this email with your approval. Your email approval and subsequent communications regarding this project bind you to terms outlined in this quote and **Project Policies / FAQ** below, which is hereby incorporated by reference.



PROJECT POLICIES/FAQ:

It is our goal to make every job flow through production as quickly & efficiently as possible. Below you will find specific workflow & procedural information. The purpose of this document is to present answers to frequently asked questions & set Adventure/client expectations.

- TURN TIMES:** All Turn Times are based on business days. Business days are Monday - Friday from 7:00AM – 4:00 PM Central Standard Time & exclude major holidays.
- PRODUCTION** - Please refer to your project quotation for standard turn time information on your project. All turn times begin "after proof approval". Approved proofs received before 4:00PM enter production the following business day. Turn time represents the # of days in production and does NOT include shipping/delivery or time in transit. For rush availability, turn times & pricing please consult your sales rep.
- DESIGN/PREPRESS** – All new jobs received before 4:00PM enter design/prepress the following business day. Customer supplied files will be proofed to customer within 1 business day upon receipt of properly setup workable files. Improperly setup supplied files may cause delay in prepress/production. Simple design changes to existing jobs can expect revised proofs within 1 business day. More extensive design changes will be estimated on a per project basis and your sales rep will communicate expected turn time. For rush availability, turn times & pricing please consult your sales rep.
- FINAL COUNT:** We aim to deliver exact count on all commercial printing orders however orders are considered complete if final delivery count is within 10% of actual customer ordered count. Any overs are billable additionally at the original order quantity unit cost. Mandatory exact count customer requested orders will incur a 10% spoilage charge.
- SUPPLIED FILES:** Customer supplied artwork must be set up according to the "Adventure Design – Supplied File Guidelines" document. Adventure will not be held liable for errors (spelling and/or design) on customer-supplied files. If possible, changes to supplied files can be executed by Adventure (design time will be billed at \$125.00 per hour for modifications).
- COLOR:** Please note that while we print every project in keeping with "pleasing color" standards, we make no guarantee that the color you see on your computer monitor, your color printer or previous print run will match your finished printed piece. Wide variation in color technologies and calibrations of different monitors and printers may preclude an exact match. We quote every job to maximize equipment efficiencies balancing both quality & cost for our customers. If critical color accuracy is important to your project, please consult your sales rep about the possibility of reviewing a color correct proof and/or an updated quote.
- ON HOLD:** Jobs on hold for more than 30 days will be billed for time/work completed.
- SHIPPING:** Our goal is to get your completed job to you as quickly & efficiently as possible either by way of Adventure delivery vehicle or 3rd party shipping service. For specific shipping requests or delivery instructions please communicate with your sales rep. In the event that a 3rd party shipper loses &/or damages your package(s) Adventure will not be held liable. However, we will work with the 3rd party shipper to help resolve the issue.
- PAYMENT:** We gladly accept cash, company check and electronic account debit for all payments. We also accept American Express, Visa, Master Card and Discover for most payments. Credit card payment will incur an additional 3% convenience fee. Our standard payment terms require half down payment and balance due upon delivery or completion of your project. If you would like to establish a net 15-day credit account, we require you to submit a credit application. Upon review, we will determine your credit limit. Once approved, we ask that you pay within the terms established. If you fail to meet those terms we will assess a 1.5% monthly finance charge prorated daily for each day your account is past due. After 60 days past due we will turn your account over to our collection attorney who will take legal action to collect the principal amount due plus finance charges and legal fees.
- POSTAGE:** Payment for direct mail postage is required prior to dropping your project with the USPS. No payment discounts will be applied to postage. You may pay by, by cash, check or electronic account debit. If you choose to pay by credit card we will assess a 3% convenience fee.

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Adventure Marketing Solutions | info@ams-7.com | P: 815.431.1000 | www.ams-7.com