

Prepare a quote for the following order:

- a. Traverse Area District Library has ordered 2500 bookmarks to promote the Traverse City Reads program. The design, one up, is emailed to Mrs. Orr. The bookmark is 1 ½" x 7". Determine how many bookmarks can fit on an 8 ½ x 11 sheet and how many sheets will be required for the print job. The library would like the bookmarks printed on 90# index stock. This job does not have bleed and is one color (cyan).

After conferring with the various departments you have the following information:

Design will need .75 hours to arrange the bookmarks on the page.

Pre-press will need .5 hours to proof and create the plates.

Printing will need .5 hours to print the cards and estimates using 0.75 pounds of ink.

Bindery will need .25 hours to cut, package, and wrap the order.

VIT has a 30% mark-up rate.

When turning in your quote please remember to submit your layout.

- b. The library would also like a quote for a two color, two sided bookmark. The printing department estimates using .75 pounds of cyan and .25 pounds of yellow.

The printing department estimates 1.75 hours and prepress 1 hour.