

Save the Children
Bangladesh Country Office
Printing Schedule

Name of the items: Math workbook: Part-2 (SHIKHON club) Date: 28.07.15

Program/Project: SHIKHON Program/Dhaka

Sector: Education

Sl. #	Particulars	Specification
1.	Size of the publication	A4 portrait
2.	Total pages in each publication	68 Pages (8.5 Forma)
3.	Total Quantity	17850
4.	Inner Pages	64 pages (8 Forma) Forma can be increased or decreased
5.	Inner Paper specification	70 gsm Brand: local paper, Country: Bangladesh
6.	Inner color specification	Single color
7.	Cover Paper	250 gsm duplex board
8.	Cover color specification	Single color
9.	Cover lamination	Glue lamination
10.	Type of binding	Stitch binding
11.	Illustration	Printing house will illustrate all pages
12.	Text matter	SC will provide soft copy
13.	Editing and final printing	<ul style="list-style-type: none"> Printer will provide several draft hard copies to the Task Manager to review and edit After approval of the desktop proof by the Task Manager Printer will go for Machine proof After signed approval of the machine proof the printer will go for printing
14.	Packaging	<ul style="list-style-type: none"> A set of 20 books in each packet All the materials must be delivered through carton.
15.	Date and place of delivery	Date: 1 September, 2015 Place: Save the Children, Gulshan-2, SHIKHON Partners Officer of Rangpur, Sirajgonj, Sreemangal and Cox's bazaar
16.	Final soft copy	<ul style="list-style-type: none"> Before submitting the bill <u>final softcopy</u> of printing materials must be submitted to the task Manager in a. Word version, b. Illustrator edit version c. Camera ready copy
17.	Quotation	<ul style="list-style-type: none"> Detail forma wise quotation is required Sample paper (as mentioned in above number 5 & 7) must be submitted with the quotation
18.	Other instructions if any	<ul style="list-style-type: none"> Before supply, printer will send to the field office with one approved copy by the task manager

Recommended by the Task Manager:

Name:

Date: ____/____/____

Babu/SHIKHON/Publication/Publication Schedule 2014

Approved by:

Name:

Date: ____/____/____