

Save the Children  
Bangladesh Country Office  
Printing Schedule

**Name of the items: Pre-primary I Teachers Guide**

**Program/Project: Shishur Khamatayan, MLE/Dhaka**

**Sector: Education**

Sl. #	Particulars	Specification
1.	Size of the publication	Length -11", Width- 8.5" - (As per Sample)
2.	Total pages in all publication including cover	Pages – approx. 267 page with cover page and back page ( page can be increase or decrease )
3.	Total Quantity	200 copy
4.	Inner Paper specification	80 gsm offset Basundhara white paper
5.	Inner color specification	1 color both side
6.	Cover Paper	Art card-300 GSM
7.	Cover color specification	4 color both side
8.	Cover lamination	Glue lamination
9.	Type of binding	Juice Binding
10.	DTP	- done by printers
11.	Text matter	SC will provide soft copy
12.	Editing and final printing	<ul style="list-style-type: none"> <li>Printer will provide several draft hard copies to the Task Manager to review and edit</li> <li>After approval of the desktop proof by the Task Manager Printer will go for Machine proof</li> <li>After signed approval of the machine proof the printer will go for printing</li> </ul>
13.	Packaging	<ul style="list-style-type: none"> <li>A set of 20 books in each packet</li> <li>All the materials must be delivered through carton.</li> </ul>
14.	Date and place of delivery	Date: 16/08/2015 Place: Save the Children, Gulshan-2 & Rangamati Office , Partners Office of Khagrachari
15.	Final soft copy	<ul style="list-style-type: none"> <li>Before submitting the bill final softcopy of printing materials must be submitted to the task Manager in a. Illustrator edit version b. PDF copy</li> </ul>
16.	Quotation	<ul style="list-style-type: none"> <li>Detail forma/ page wise quotation is required</li> <li>Sample paper (as mentioned in above number 5 &amp; 7) must be submitted with the quotation</li> </ul>
17.	Other instructions if any	<ul style="list-style-type: none"> <li>Before supply, printer will send to the field office with one approved copy by the task manager</li> </ul>

Recommended by:  
Name: Happy Dewan  
Date:

Approved by:  
Name: Meherun Nahar  
Date:\_\_\_/\_\_\_/\_\_\_

**Save the Children**  
**Bangladesh Country Office**  
**Printing Schedule**

**Name of the items: Bridging Teachers Guide**

**Program/Project: Shishur Khamatayan, MLE/Dhaka**

**Sector: Education**

Sl. #	Particulars	Specification
18.	Size of the publication	Length - 11", Width- 8.5" - (As per Sample)
19.	Total pages in all publication including cover	Pages – approx. 135 page with cover page and back page , ( page can be increase or decrease )
20.	Total Quantity	200 copy
21.	Inner Paper specification	80 gsm offset Basundhara white paper
22.	Inner color specification	1 color both side
23.	Cover Paper	Art card-300 GSM
24.	Cover color specification	4 color both side
25.	Cover lamination	Glue lamination
26.	Type of binding	Juice Binding
27.	DTP	- done by printers
28.	Text matter	SC will provide soft copy
29.	Editing and final printing	<ul style="list-style-type: none"> <li>Printer will provide several draft hard copies to the Task Manager to review and edit</li> <li>After approval of the desktop proof by the Task Manager Printer will go for Machine proof</li> <li>After signed approval of the machine proof the printer will go for printing</li> </ul>
30.	Packaging	<ul style="list-style-type: none"> <li>A set of 20 books in each packet</li> <li>All the materials must be delivered through carton.</li> </ul>
31.	Date and place of delivery	Date: 16/08/2015 Place: Save the Children, Gulshan-2 & Rangamati Office , Partners Office of Khagrachari
32.	Final soft copy	<ul style="list-style-type: none"> <li>Before submitting the bill final softcopy of printing materials must be submitted to the task Manager in                a. Illustrator edit version                b. PDF copy             </li> </ul>
33.	Quotation	<ul style="list-style-type: none"> <li>Detail forma/ page wise quotation is required</li> <li>Sample paper (as mentioned in above number 5 &amp; 7) must be submitted with the quotation</li> </ul>
34.	Other instructions if any	<ul style="list-style-type: none"> <li>Before supply, printer will send to the field office with one approved copy by the task manager</li> </ul>

Recommended by:  
 Name: Happy Dewan  
 Date:

Approved by:  
 Name: Meherun Nahar  
 Date:\_\_\_/\_\_\_/\_\_\_