

Save the Children
Bangladesh Country Office
Printing Schedule

Name of the items: Work Plan & Accomplishment Format for Learning Facilitator

Date: 07.07.2015

Program/Project: SHIKHON Program/Dhaka

Sector: Education

Sl. #	Particulars	Specification
1.	Size of the publication	Book Size Legal (14" X 8.5")
2.	Total pages in each publication (with cover)	104 Pages
3.	Total Quantity	485 copies
4.	Inner Pages	100 pages (50 yellow and 50 white)
5.	Inner Paper specification	Auto carbon paper (best quality)
6.	Inner color specification	Single
7.	Cover Paper	80GSM brown paper
8.	Cover color specification	Single
9.	Cover lamination	NA
10.	Type of binding	Centre stitch & perforated
11.	Illustration	Printing house will illustrate some pages (if needed)
12.	Text matter	SC will provide text
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 50 books in each packet All the materials must be delivered through carton.
15.	Date and place of delivery	Date: By August 15, 2015 Place: SHIKHON Partners Office of Rangpur, Sirajgonj, Sreemangal, Cox's bazaar
16.	Final soft copy	<ul style="list-style-type: none"> Before submitting the bill final softcopy of printing materials must be submitted to the task Manager in <ul style="list-style-type: none"> a. Word version, b. Illustrator edit version c. Camera ready copy
17.	Quotation	<ul style="list-style-type: none"> Sample carbon paper and cover 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 regional office with one approved copy by the task manager

Recommended by the Task Manager:

Name:

Date: ____/____/____

Approved by:

Name:

Date: ____/____/____