

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

**Name of the items: English workbook of grade 1- part 2 EPE2**

**Date: 14.07.2015**

**Program/Project: SHIKHON Program/Dhaka**

**Sector: Education**

Sl. #	Particulars	Specification
1.	Size of the publication	A4 portrait
2.	Total pages in each publication	92 Pages (11.5 Forma)
3.	Total Quantity	25900
4.	Inner Pages	88 pages (11 Forma) (can be reduced or increased up to 1 forma)
5.	Inner Paper specification	70 gsm offset
6.	Inner color specification	Single color
7.	Cover Paper	300 gsm art card
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 including cover page and compose some pages if necessary
12.	Text matter	SC will provide soft copy
13.	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>
14.	Packaging	<ul style="list-style-type: none"> <li>A set of 30 books in each packet.</li> <li>All the materials must be delivered through carton.</li> </ul>
15.	Date and place of delivery	Date: August 30, 2015 Place: Save the Children, Gulshan-2, SHIKHON Partners Office of Rangpur, Sirajgonj, Sreemangal and Cox's bazaar
16.	Final soft copy	<ul style="list-style-type: none"> <li>Before submitting the bill <u>final softcopy</u> of printing materials must be submitted to the task Manager in  <b>a. Word version,</b>  <b>b. Illustrator edit version</b>  <b>c. Camera ready copy</b> </li> </ul>
17.	Quotation	<ul style="list-style-type: none"> <li>Detail forma wise quotation is required.</li> <li>Sample paper (as mentioned in above number 5 &amp; 7) must be submitted with the quotation.</li> </ul>
18.	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>

\_Taniya Laizu Sumy\_\_\_\_\_  
 Recommended by the Task Manager:

Date: \_14/\_07/\_2015\_

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