**Save the Children**

**Bangladesh Country Office**

**Printing Schedule**

**Name of the items: Learning Support Form (LSF) Date: 07.07.2015**

**Program/Project: SHIKHON Program/Dhaka Sector: Education**

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| **Sl. #** | **Particulars** | **Specification** |
|  | Size of the publication | A4 (as per sample) |
|  | Total pages in each publication (with cover) | 244 pages |
|  | Total Quantity | 3390 |
|  | Inner Pages | 240 pages (120 yellow & 120 white) |
|  | Inner Paper specification | Carbon paper (Auto carbon best quality) |
|  | Inner color specification | Single |
|  | Cover Paper | 230GSM duplex board with folding cover sheet as per sample) |
|  | Cover color specification | Single |
|  | Cover lamination | NA |
|  | Type of binding | Stich and perforated binding |
|  | Illustration | Printing house will illustrate some pages (if needed) |
|  | Text matter | SC will provide text |
|  | Editing and final printing | * 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 |
|  | Packaging | * A set of 50 books in each packet * All the materials must be delivered through carton. |
|  | Date and place of delivery | Date: By August 15, 2015  Place: SHIKHON Partners Office of Rangpur, Sirajgonj, Sreemangal, Cox’s bazaar |
|  | Final soft copy | * Before submitting the bill final softcopy of printing materials must be submitted to the task Manager in   **a. Word version,**  **b. Illustrator edit version**  **c. Camera ready copy** |
|  | Quotation | * Sample carbon paper and cover paper (as mentioned in above number 5 & 7) must be submitted with the quotation |
|  | Other instructions if any | * Before supply, printer will send to the regional office with one approved copy by the task manager |

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Recommended by the Task Manager: Approved by:

Name: Name:

Date:\_\_\_\_/\_\_\_\_/\_\_\_\_\_ Date:\_\_\_\_/\_\_\_\_/\_\_\_\_\_