**Save the Children**

**Bangladesh Country Office**

**Printing Schedule**

**Name of the items: 8 Classroom charts Date: 17.02.15**

**(Animal, Bird, Fruit, Flowers, Bangla alphabet-Vowel & Consonant, Number, English Alphabet)**

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

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| **Sl. #** | **Particulars** | **Specification** |
|  | Size of the publication | 24 inch X 36 inch |
|  | Total pages in each publication | 8 separate sheet (Single side printing) |
|  | Total Quantity | 40 sets (8 charts=1 set) |
|  | Inner Pages | 1 sheet for each item |
|  | Inner Paper specification | PVC paper (300 gsm) and plastic made pipe with rope (Top-bottom) for each sheet |
|  | Inner color specification | Four (4) color |
|  | Cover Paper | N/A |
|  | Cover color specification | N/A |
|  | Cover lamination | N/A |
|  | Type of binding | N/A |
|  | Illustration | Printing house will illustrate all pages |
|  | Text matter | SC will provide soft copy |
|  | 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 45 charts in each packet * All the materials must be delivered through cartoon. |
|  | Date and place of delivery | Date: 15 March, 2014  Place: Save the Children,Gulshan-2, SHIKHON Partners Officer of 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 paper/items (as mentioned in above number 5 & 10) must be submitted with the quotation |
|  | Other instructions if any | * Before supply, printer will send to the field office with one approved copy by the task manager |

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Recommended by the Task Manager: Approved by:

Name: Name:

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