**Save the Children**

**Bangladesh Country Office**

**Printing Schedule**

**Name of the items: Listening story book**

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

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| **Sl. #** | **Particulars** | **Specification** |
|  | Size of the publication | Size- 10.9’’ × 7.9’’, (As per Sample) |
|  | Total pages in all publication | Total Pages – 36 pages |
|  | Total Quantity | 150 |
|  | Cover Paper | 300 GSM, Art card |
|  | Cover color | 4 Color both side |
|  | Inner Paper | 80 GSM Basundhara white offset paper , |
|  | Inner color | 1 color both side |
|  | Cover lamination | Glue lamination on cover /As per sample |
|  | Type of binding | Juice binding |
|  | **DPT-** | done by printers |
|  | Text matter | SC will provi**d**e 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 30 books in each packet * All the materials must be delivered through carton. |
|  | Date and place of delivery | **Date:** 20 April r 2015  **Place:** Save the Children,Gulshan-2, Partners Office of Khagrachari |
|  | Final soft copy | * Before submitting the bill final softcopy of printing materials must be submitted to the task Manager in   1. Word version,   2. PDF copy   3. Illustrator edit version |
|  | 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: Approved by:

Name: Happy Dewan Name: Meherun Nahar

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