

PRINTER QUESTIONNAIRE

(SHOULD ACCOMPANY YOUR BID SUBMISSION)

1. Can you accept electronic files? If yes, what formats and transmission methods do you prefer?
2. Can your bindery operation handle bind-in cards and pre-printed inserts?
3. Can your bindery operation handle blow-in cards?
4. Do you have the ability to cost-effectively print bind-in cards and inserts in-house? Please explain:
5. Briefly explain the mailing (lettershop) services you offer:
6. Do you have a full-line in-house film operation? If so, please give us an estimate of current film charges:
7. What type of labels do you require for efficient labeling of magazines? Please list specifications for all label formats you can accept:
8. Do you offer storage facilities for previously printed magazines?
9. Briefly explain how you handle the processing and distribution of supplemental magazine updates:
10. Do you offer prompt payment discounts (10 days)? If so, please clarify available terms:
11. Can we lock-in contract rates for manufacturing-related charges?
12. How do you issue credits on billing/invoicing/printing errors?
13. Briefly describe your current paper buying practices and pricing philosophy:
14. After reviewing the enclosed sample copy of our magazine, please describe how your company's production, film, printing, binding and distribution processes might improve our magazine and/or save us money:
15. After reviewing the enclosed production schedules, please briefly discuss any potential problems you see or any improvements you could bring to our current schedules:
16. Please include at least three current magazine client references (must include contact name, name of company, mailing address, phone number, and—if available—e-mail address):