
WAUKEGAN PARK DISTRICT

Printing Specifications Seasonal Program Brochure (4 Issues) Fall 2018-Summer 2019

- Trim Size:** 8.25 X 10.25
- Quantity:** 36,000 copies (*no over charges will be paid unless approved by WPD*)
- Stock:** Paper stock as follows:
- Cover -80# cover weight enamel, # 3 grade or better
 - Body -50# white opaque offset (96 bright) #3 grade or better
- Presswork:** 4/4 Process bleed top/bottom/outside edges
- Pre-Press:** Output from our press quality PDF file uploaded to your FTP site
- Proofs:** Digital format / hard copy – color proof
- Bindery:** Collate, Fold, Bind & Trim
- Project**
- Deadline:** Printer agrees to adhere to WPD Production Schedule.
- Delivery:** *Printer will provide the following –*
1. Obtain current mail route list from Post Office for the following zip codes: 60085, 60087, 60031, 60048, 60083 and 60099.
 2. Bundle and label for USPS walk sequence delivery.
 3. Provide Park District with postage due amount per issue two weeks in advance of delivery to USPS.
 4. Establish delivery appointments with and deliver to: Waukegan Main, Waukegan Edison Square, Gurnee, Zion, Wadsworth and Libertyville Post Offices.
 5. Bundle and carton all remaining magazines and deliver to: Rose Administrative Center, 2000 Belvidere Road, Waukegan, 60085.