**[Company Name]: [Proposal Title]**

The instructions below apply to the proposal production for [Company Name] (Contact: XXXX). The final printed product must be complete by **[DATE] at [TIME].**

**Please deliver the proposal to the following address:**[ADDRESS]

**RECEIVED FILES:**

[Printer Name] will receive the following documents via [email/FTP/Other]:

* [Company Name] Proposal\_Printing Instructions (This Document)
* List of Tabs.doc
* Volume X\_TITLE.pdf
* Volume X\_TITLE.pdf
* Volume X\_TITLE.pdf
* Volume X\_TITLE.pdf
* Covers\_Spines.pdf
* CD\_ covers.pdf
* CD\_label.pdf
* Cover Letter.pdf
* Title Page.pdf
* [Others?]

**OVERALL INSTRUCTIONS:**

* Please print all documents using high-quality paper, in full color—for text pages, 28lb Bright White (Xerox); for Covers and Spines, bright white heavy card stock
* All pages need to be 3-hold punched (or printed on pre-punched paper), to fit in binders
* Please print **covers,** **spines, CD Covers/Labels, Title Pages, and Cover Letter** using   
  full bleed
* Volume X: [TITLE] = 1” Binders
* Volume X: [TITLE]= 2” Binders
* Volume X: [TITLE]= ½” Binders
* Volume X: [TITLE]= 3” Binders

**INSTRUCTIONS—VOLUME X: [Title]:**

* Print **XX** copies of Volume X\_TITLE.pdf— **XX** copies will go into “Original” binders; **XX** copies will go into “Copy 1 of 2” binders; **XX** copies will go into “Copy 2 of 2” binders
* **Insert Volume X Tabs** (see “List of Tabs.doc” file) into each of the binders, immediately prior to each section. Use Table of Contents to find page numbers.
* **NOTE**: the Title Page, Glossary, Compliance Matrix, and Table of Contents go BEFORE   
  the first tab.
* **Insert Title Page**: insert corresponding title page into binder BEFORE table of contents. Note that each title page has a Volume # and Copy # (e.g., “Original” or “Copy 1 of 2”.) The title page number needs to correspond to the covers/spines.
* **Insert Covers and Spines into Binders:**
  + Covers\_Spines.ppt
  + Print XX COPIES of the VOLUME X Cover and Spine that say “ORIGINAL”
  + Print XX COPIES of the VOLUME X Cover and Spine that say “Copy 1 of 2”
  + Print XX COPIES of the VOLUME X Cover and Spine that say “Copy 2 of 2”

**INSTRUCTIONS—VOLUME X: [Title]:**

*[Repeat instructions for each volume, updating to reflect the number of copies necessary]*

**INSTRUCTIONS—CDs:**

* **Insert CD Covers (Front and Back) in Jewel Cases** (CD\_ covers.ppt)
  + **XX** copies each of Volume X: (XX copies of Original, XX copies of Copy 1 of 2, XX copies of Copy 2 of 2)
  + *[Repeat instructions for each volume]*
* **CD\_label.ppt**
  + yield XX copies each Volume X: (XX copies of Original, XX copies of Copy 1 of 2, XX copies of Copy 2 of 2)
  + *[Repeat instructions for each volume]*
* ***DO NOT*** stick labels to CDs; we will do this after we burn and check the CDs in-house.

**INSTRUCTIONS—Cover Letter**

Print XX copies of this document, **full bleed**