



RFP # 67-0161
UC Hastings Viewbook Printing
Questions + Answers
11/1/2016

Q1: Does the Viewbook 20 & 24 Pages include the Cover Pages? If so, we would describe them as a 16 Page + 4 Page Cover and a 20 Page + 4 Page Cover since they print on different weight stocks.

A1: Yes, correct.

Q2: For the Individual Brochures which Roll Fold, is the Flat size: 24.625" x 9.5" Folding down to 6.25" x 9.5"? When you refer to 8 panels, you mean 4 double sided panels, Correct?

A2: Yes, correct.

Q3: Please note when your design team is creating the Roll Fold Brochures, each panel starting from the Left Should be the following sizes:

- Panel 1 & Panel 2 = 6.25"
- Panel 3 = 6.125"
- Panel 4 = 6"

Each panel that roll folds in should be 1/8" smaller to accommodate the roll folding. If you need me to explain in more detail just please let me know.

A3: Yes, we will build the files per the fold specs above.

Q4: Are there any Business Card Slits on the Viewbook Cover Back Pocket?

A4: No, we want to use that panel for design/messaging elements.



Q5: For Both the Viewbook and Program Brochures, do they only print 4 Color Process? Or is there any Pantone Colors or Foil included?

A5: We will specify one PMS color (dark blue for the program brochures) + cmyk.

Q6: Since we have done work for UC Hastings in the past, do we need to provide the W-9 again?

A6: If UC Hastings already has your W9 on file and no information in the W9 has changed since you submitted it, a new one is not needed. If in doubt, provide a new one.

Q7: As it relates to RFQ#67-0161, Viewbook Printing, I'm going to assume that the printing is 4 color process unless I hear differently from you.

A7: Please see answer to Q5.

Q8: I'm also going to assume on the Individual Program brochures that rather than 8 panels @ 6.25" each (50 inches), that there are (4) 2-sided panels (25 inches) which makes for the 8-panel description. 50" would exceed traditional offset press capacity.

A8: Please see answer to Q2.

Q9: Please advise if the flat size of the individual program brochures is really 50 wide x 9.5" high. The specks call for 8 panels at 6.25" wide each which does put it at 50" wide x 9.5" high.

A9: Please see answer to Q2.