

FORM No.	Depart.	Item	Description of Required Printing (Black or Color)	Size	Stock	Quantity								Lead Time
						250	500	750	1,000	1,500	2,000	2,500	Case	
1	All	Two-sided business cards (with UV coating on one side)	Full Color	3.5 x 2	16 pt. Tango C2S Cover or equivalent					Left Blank Intentionally	Left Blank Intentionally	Left Blank Intentionally	Left Blank Intentionally	
2	All	Letterhead	Full Color with Grey River Watermark	8 1/2 x 11	24 lb. Light Blue Fiber Mohawk or equivalent					Left Blank Intentionally	Left Blank Intentionally	Left Blank Intentionally	Left Blank Intentionally	
3	Admin & Comm.	Letterhead	Full Color with Grey River Watermark	8 1/2 x 11	28 lb. Light Blue Fiber Mohawk or equivalent	Left Blank Intentionally		Left Blank Intentionally			Left Blank Intentionally		Left Blank Intentionally	
4	All	#10 Regular Envelopes with return address	Full Color with Back Flap flooded in City of Fargo official blue	9 1/2 x 4.125	24 lb. Light Blue Fiber Mohawk Via Smooth Writing Envelope or equivalent	Left Blank Intentionally		Left Blank Intentionally		Left Blank Intentionally				
5	Admin & Comm.	#10 Regular Envelopes with return address	Full Color with Back Flap flooded in City of Fargo official blue	9 1/2 x 4.125	28 lb. Light Blue Fiber Mohawk Via Smooth Writing Envelope or equivalent	Left Blank Intentionally		Left Blank Intentionally		Left Blank Intentionally				
6	All	White invoice paper	Black/greyscale logo and header	8 1/2 x 11	#70 White Smooth Lynx Opaque	Left Blank Intentionally	Left Blank Intentionally	Left Blank Intentionally		Left Blank Intentionally		Left Blank Intentionally		
7	All	Color invoice paper	Black/greyscale logo and header	8 1/2 x 11	#60 Lift-off Lemon Astobright	Left Blank Intentionally	Left Blank Intentionally	Left Blank Intentionally		Left Blank Intentionally		Left Blank Intentionally		
8	All	#10 Window envelope standard size with return address	Black/greyscale logo and return address	9 1/2 x 4.125	#10 / #24 White Wove Window Envelope	Left Blank Intentionally		Left Blank Intentionally		Left Blank Intentionally				
9	All	Window envelope unfolded letter size	Black/greyscale logo and return address	9 x 12	28# 9x12 white catalog envelope	Left Blank Intentionally		Left Blank Intentionally		Left Blank Intentionally				