

Specification:

Questions posed by El Creative:

Q: Due to the current situation with COVID-19, there were not many requests for print jobs, what is the expectation for the coming year?

A: We do anticipate having more requests for print jobs if things return to normal soon.

Questions posed by Presley Design Studio

Q: Will translations (Spanish and Vietnamese) be provided for print requests

A: Yes, we do have staff members on hand that will provide translations for those documents

No questions for El Creative

Questions from HSGD during Presley call

Q: Our normal requests are for Annual Reports, the website (including maintenance), flyers, business cards, rack cards, and banners (including popup, outdoor, and vinyl). Do you provide those services.

A: yes

Q: What is the turnaround time for completion of any of the abovementioned requests?

A: as soon as possible, but typically, no more than 5-10 business days

Q: We typically handle design ourselves, but what are the design costs for any of the aforementioned items?

A: \$100/hours. If there is a bulk item, there may be a different charge

Q: How is payment handled (any upfront percentage, net 30, net 60)?

A: Will have to allow Heather to handle that question, she handles invoicing and would have that information

Addie: How do you prefer to receive files, jpg, pdf, etc.?

A: a print-ready pdf is preferred

Addie had no more questions to ask as the pricing will be submitted when the bid is submitted