

## Bristol Town Administrator

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**From:** Ted Shambo <info@littlepressroom.com>  
**Sent:** Saturday, October 23, 2021 8:36 AM  
**To:** Bristol Town Administrator  
**Cc:** Bristol Clerk  
**Subject:** Re: Bristol 2021 Town Report quote

Hi Valerie

I'm sorry but unfortunately this project is a bit out of our range.

We do not offer perfect bindery, and 118 pages are too many for our bookmaking equipment.

We do appreciate that you wrote to us though.

We do produce a number of town ballots so maybe we could help with those?

Or, we'd be happy to help with any other print or promotional projects.

We print just about everything.

Thanks  
Ted



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**MONDAY - FRIDAY - 8AM-5PM**

On Fri, Oct 22, 2021 at 2:31 PM Bristol Town Administrator <[townadmin@bristolvt.org](mailto:townadmin@bristolvt.org)> wrote:

Hi,

Would you be interested in providing a quote for the Town of Bristol 2021 Town Report? The Selectboard will be considering this at their meeting Monday night.

The specs, based on prior years, are as follows:

Quantity: 350, no overs

Number of pages: 118

Finished size: 8 1/2" x 11"

Color: Black, no bleeds

Stock: Cover pages - 110# colored index; Interior text pages - 20# white bond

Binding: Perfect bound, flush on three sides; 10 additional spiral bound for office use.

File Submission: Town will supply all files in PDF form

Proofs: One complete book prior to run

Delivery to Town Office

Provision of final Town Report as a PDF file

Cost for each additional copy over 350

Cost for each additional pages.

Thank you!

--Valerie

Valerie Capels, Town Administrator

Town of Bristol

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