



Procurement Services

University of Arkansas at Little Rock

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UA Little Rock Financial Proposal Packet FB-26-003 Presentation Folders and Custom Envelopes

CAUTION TO SUPPLIER

Supplier's failure to submit required items and/or information as specified in the solicitation may result in disqualification.

Section 4 must be completed for your proposal to be valid.

Instructions to Respondents

All respondents are required to complete the following financial proposal. Provide **firm, all-inclusive pricing** for the specified quantities. Pricing must include **all associated costs**, including but not limited to:

- Setup charges
- Proofing and pre-production services
- Packaging and labeling
- Shipping

1. Pricing

ITEM	DESCRIPTION	QUANTIT Y	UNIT OF MEASURE	UNIT PRICE	EXTENDED AMOUNT
1	Full Color Envelopes	2000	EACH		
2	Presentation Folders	1000			
3	Setup Charges	1			
4	Administrative/Misc Fees (provide details below)	1			
5	Shipping	1			
TOTAL COST					

Provide additional information on any administrative/misc fees associated with offered services.

2. Soybean Ink and Paper Stock

ITE M	DESCRIPTION	Brand
1	Soybean Oil Ink	
2	Paper Stock	

3. Volume Incentives

Please describe any discounts, rebates, or other incentives offered based on order frequency or total spend during the contract period. Examples:

- % **rebate on annual spend over \$**_____
- \$_____ credit for every 5,000 folders ordered
- Free shipping on every 4th reorder

Response:

4. Certification and Signature

The signature below signifies that the prospective supplier agrees to honor their proposal as being held open and irrevocable after this period.

Authorized Signature: _____ Title: _____

Printed/Typed Name: _____ Date: _____