



**The Printer with the  
Whatever-It-Takes Attitude**

450 Weaver Street  
Winooski, VT 05404  
www.reprovt.com

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General Manager

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## **Annual Report Schedule & Specifications Approval**

### **Georgia**

**DEADLINES:** *(Town deadlines highlighted in yellow)*

- PDF or hardcopy to scan due at REPRO<sup>1</sup>: **Friday, January 26, 2024**
- Complete Proof due at Town<sup>2</sup>: **Friday, February 2, 2024**
- FINAL proof approval due<sup>3</sup>: **Monday, February 5, 2024**
- Delivery of final reports due at Town: **Monday, February 12, 2024**
- PDF of final report from printer emailed to Town<sup>4</sup>: **Thurs., Feb. 29, 2024**

### **SPECIFICATIONS<sup>5</sup>**

Quantity: **700**

Bound Size: **8-1/2" x 11"** Binding: **Perfect Bound (glued spine)**

<sup>1</sup>One COMPLETE PDF file or hardcopy (for scanning) are needed. Unless otherwise discussed, materials will not be considered to be in until we have everything needed. Please note that due to tight scheduling, getting materials to us earlier than the agreed upon date listed on this schedule does NOT guaranty that we will be able to deliver finished books sooner than agreed upon delivery date

<sup>2</sup>Proofs will be sent via UPS for guaranteed delivery. **If your town office is not open on the agreed upon date, please provide another address for delivery or make arrangements to be at the office for delivery.**

<sup>3</sup>Corrections can be made at the proofing stage and will be charged at \$10 per page, plus \$25 per new hardcopy proof. Unless the errors are printer's errors, any changes WILL change your delivery date. It is important that you proof-read your materials prior to time of submission to avoid additional charges and delays.

<sup>4</sup>REPRO must meet all print deadlines imposed by the State of Vermont first and foremost. PDFs for viewing will be sent by the date listed above. Requests may be made to obtain the PDF prior to the above date but you will be charged an additional \$75.00, provided we are able to accommodate the request. PDFs are created only after we have finished the production of the printed materials for all towns.

<sup>5</sup>Once confirmed, stock will be ordered based on the quantity listed. If any of these should change after approval of this form, REPRO will bill the town for any additional costs incurred by changes in quantity.

I have read and agree to all dates and specifications listed above.

I need to make adjustments to dates or specifications. Please make noted corrections and send me a revised form to sign.

Signature: Cheryl Letourneau

Date: 12.15.2023