

City of Lake Forest Park  
 Zoey Spears  
 17425 Ballinger Way NE  
 Lake Forest Park, WA 98155  
 (206) 957-2817

**ESTIMATE**

Dear Zoey & Jessica

We are pleased to present the following estimate based on the scope of the project and quantities requested. If you have any questions, please contact your Sales Executive or Project Manager. We look forward to partnering with you to Bring Ideas to Life!

**PROJECT DESCRIPTION**

<b>TITLE</b>	2025 & 2026 Quarterly Newsletters
<b>ARTWORK</b>	Customer Provided Files + Update Design, PDF Proof
<b>SIZE</b>	17x11 >> 8.5x5.5 Bleeds : 4 Sides
<b>COLORS</b>	4/4 Process
<b>PAPER</b>	80.0 lb Titan Gloss Book
<b>FINISHING</b>	Mail Prep, Trim, Fold, Inkjet + 2 Tabs, Mail Delivery
<b>DELIVERY</b>	Local Delivery (Extras)

**ESTIMATED COST**

<b>QUANTITY</b>	<b>AMOUNT</b>
<b>4,875</b>	<b>\$2,880.00</b>

**TURN TIME** Estimate cost based on current turnaround times. Supplies markets are volatile, as a result, pricing is subject to change if materials needed are no longer available, and substitutes must be used.

Estimate for each quarterly newsletter, in a 2025 & 2026 2-year contract.

**BREAKDOWN:**  
 Printing = \$2095  
 Mailing = \$530  
 Design = \$255

Postage is additional at going rate at the time of mailing.

**Glen Grigas**  
 glen.grigas@printwest.net

6101 238th Street SE  
 Woodinville, WA 98072  
 425.402.8600

**Fine Print Policy**

Our standard policy on over runs or under runs is not to exceed plus or minus 10% of the order quantity on orders of 1000 or more. PrintWest will bill for actual quantities delivered within this tolerance. If you require a guaranteed "no less than", "no more than", or "exact count" order quantity, please advise your PrintWest representative when requesting an estimate or placing your order. If your needs include a billable quantity outside our standard, you must advise your PrintWest representative of the requirement. 4% fee added when paying with credit card. This estimate is valid for 15 days.