

**Grace Printing & Mailing (MBE)**

(<https://graceprinting.com/>)

**Business size and ownership:** Minority Owned Business Enterprise

**University Vendor Number:** V1002939440

Grace Printing provides conventional litho to print booklets, brochures, stationery, posters, and direct mail programs, including actual mailing at the lowest pre-sorted postage rates. Grace also produces shorter-run digitally printed booklets and specialty projects up to 14 x 36 in size and with metallic color or dimensional coatings. The sustainability-oriented team will calculate "hard data" environmental citations that highlight conservancy and provide design expertise.

**Contract Number**

22147605

**Contract Pricing**

Contact Supplier for job specific pricing. Ancillary service costs are included below:

DIGITAL PROOFS	Price
Up to 6 x 7 inches	No Charge
Over 6 x 7 inches up to 9 x 12 inches	No Charge
Over 9 x 12 inches up to 11 x 17 inches	No Charge
Over 11 x 17 inches	No Charge

**HARDCOPY PROOFS**

Up to 6 x 7 inches	\$10.00
Over 6 x 7 inches up to 9 x 12 inches	\$15.00
Over 9 x 12 inches up to 11 x 17 inches	\$20.00
Over 11 x 17 inches	\$25.00

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**CUSTOMER ALTERATIONS DURING PROOFING**

Charge per hour for graphic design proof alterations	\$75.00
Charge per hour for printing Matchprint or Iris (or equiv.) proof alterations	No Bid

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**GRAPHIC DESIGN SERVICES**

Cost for graphic design services	\$125.00
Cost for illustration services	\$250.00

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Storage	\$35.00 per month per skid
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**Service Level Requirements**

Supplier has agreed to contractually adhere to the following service level requirements:

- Supplier fulfills all general inquiries and quotes within twenty-four (24) hours (not including weekends and Federal holidays)
- Supplier furnishes a proof in PDF or hardcopy format within forty-eight (48) hours (not including weekends and Federal holidays)
- All deliveries of printed materials to the University will be shipped FOB Destination, freight and shipping costs prepaid and absorbed by the supplier (except for overnight or next day delivery if requested by the customer)
- 100% fulfillment of the specified quantity on the purchase order is required – there is no charge for print overruns nor will underruns be accepted
- Printed materials will be delivered based upon the delivery date specified in the purchase order after receiving University's finalized and approved design files, supplier will provide an additional 5% discount for each day shipment is delayed past the promised delivery date

#### Shipping Charges

F.O.B. Destination, The University of Chicago.

#### Form of Order

BuySite

#### Payment Terms

Net 10

#### Minimum Order

None