

**Fort Bend County Tabulation
Bid 18-036
Term Contract for Stationary**

****Term: 26 February 2018 through 7 March 2019**

Awarded 2.6.18: Reflection Printing

****Amended 2.5.19 *Amended 5.21.18**

Description	Lawson Numbers	Reflection Printing Houston
Form 1295		Yes
Letterhead Stationary		
Stock Paper, Case of 5000 Sheets * = Purchasing Only	6271	**\$ 163.04
Foiling of Gold Seal on Letterhead, Case of 5000 Sheets*	12445	**\$ 157.38
Typesetting Fee for 1st quantity of 500	13377	\$ 15.00
Personalized Printing 500	6272	\$ 21.00
Personalized Printing 1000	6273	\$ 25.00
Personalized Printing 2500	6274	\$ 53.00
Envelopes with flat black seal		
Typesetting Fee for 1st quantity of 500	13378	\$ 15.00
Personalized Envelopes 500	6275	\$ 26.00
Personalized Envelopes 1000	6276	\$ 39.00
Personalized Envelopes 2500	6277	\$ 79.00
Window Envelopes with flat black seal		
Typesetting Fee for 1st quantity of 500	13379	\$ 15.00
Personalized Window Envelopes 500	6278	\$ 26.00
Personalized Window Envelopes 1000	6279	\$ 39.00
Personalized Window Envelopes 2500	6280	\$ 79.00
Business Cards		
Stock Cards w/Gold Seal 500***	6281	\$ 6.29
Typesetting Fee for 1st quantity of 500 per person	13380	\$ 15.00
Personalized Bus Card 1 Sided 500	6282	\$ 19.00
*Typesetting Fee for 2-Sided, 1st quantity of 500 per person	*13381	*\$ 25.00
Personalized Bus Card 2 Sides 500	6283	\$ 32.00
*** = Purchasing Only		

Departments inputting requisitons will need to include the Typesetting Fee Lawson Numbers for the first quantity of 500 for Letterhead, Envelopes, and Business Cards.

↓See next page.

Examples:

Business Cards

*Ordering one (1) box of business cards for Employee #1, enter Lawson # 13380 for a quantity of one (1) and Lawson # 6282 for a quantity of one (1).

*Ordering two (2) boxes of business cards for Employee #2, enter Lawson # 13380 for a quantity of one (1) and Lawson # 6282 for a quantity of two (2).

*Ordering two (2) boxes of 2-sided business cards for Employee #3, enter Lawson # 13381 for a quantity of one (1) and Lawson # 6283 for a quantity of two (2).

Envelopes

*Ordering five (5) boxes of 2500 envelopes, enter Lawson # 13379 for a quantity of one (1) and Lawson # 6277 for a quantity of five (5).

Letterhead

*Ordering 2,000 sheets of letterhead, enter Lawson # 13377 for a quantity of one (1) and Lawson # 6273 for a quantity of two (2).