



## Request for Proposal for Printing Services for NAWBO Houston

Following is a request for proposal for printing services for the Houston chapter of NAWBO; please respond to Holly Uverity, Office Organizers, NAWBO Houston President-Elect at [Huverity@OfficeOrganizers.com](mailto:Huverity@OfficeOrganizers.com). Please put in the subject line 'NAWBO Printing RFP'.

If you have any questions, contact Holly via email or call her at 281.655.5022.

**Please respond by close of business on September 13, 2010.**

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### Company Contact Information

Company Name:

Contact Name:

Address/City/State/Zip:

Phone:

Email:

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As an organization with a customer first philosophy, NAWBO Houston:

- ⊗ Strengthens the wealth creating capacity of our members and promotes economic development;
- ⊗ Creates innovative and effective changes in the business culture;
- ⊗ Builds strategic alliances, coalitions and affiliations; and
- ⊗ Transforms public policy and influences opinion makers.

As a part of NAWBO Houston's growth strategy, we are making it easy and automatic for our members to introduce their friends, colleagues and business contacts to our association.

We are currently looking for a printer to create NAWBO Houston business cards that NAWBO members can proudly carry and distribute in the Houston business community.



The business cards will:

- ⊗ be standard business card size;
- ⊗ be on standard, white business card paper/stock;
- ⊗ contain basic information about NAWBO Houston;
- ⊗ be printed on both sides;
- ⊗ match our website ([www.NAWBOHouston.org](http://www.NAWBOHouston.org)) in both color and style; and
- ⊗ include graphics for LinkedIn, Twitter and Facebook.

Minimum Criteria:

NAWBO Houston is seeking a firm that:

- ⊗ is a local, Houston based printer;
- ⊗ has been in business for a minimum of 2 years and
- ⊗ can supply references from 2 companies that the printer has worked with over the last 2 years.

Costs for Services:

Please provide pricing for the business cards in quantities beginning with 1,000.

Miscellaneous:

The NAWBO Houston logo is below for your reference.

If you need any additional information to complete this RFP, please contact Holly Uverity.

