

BID DOCUMENT
PRINTING SUMMARY SHEET

GS#: _____ Date: _____
PROJECT: _____
USER: _____
PROFESSIONAL: _____

PRINTING COST: PLANS AND SPECIFICATIONS FOR BIDDING OR CONTRACTS

1) REGULAR SIZE: \$ _____
2) REDUCED SIZE \$ _____
TOTAL (INVOICES) \$ _____ *

MAILING/SHIPPING
CHARGES: \$ _____
LESS DEPOSITS RETAINED: \$ _____

BALANCE DUE: \$ _____ **

NUMBER OF SETS PRINTED
1) REGULAR SIZE: _____ ***
2) REDUCED SIZE: _____

PRINTING COST PER SET:
1) REGULAR SIZE: \$ _____
2) REDUCED SIZE: \$ _____

* Printing company invoices attached
(Shows GS# and number of sets involved)

** Professional invoice attached
(Original and four copies)

*** Document issuance log attached
(Showing who got sets and deposits/refund amounts)