



Stephen F. Austin State University

Member of The University of Texas System

Procurement and Business Services
Nacogdoches, Texas 75962-3030

Supplier: Phone (936) 468-2206 * Fax (936) 468-4282

Capital Printing LLC
4001 Caven Rd
Austin TX 78744-1194

PO Number: **P2400047**

PO Date: **07/09/24**

Delivery Date: **06/30/25**

**CONFIRM RECEIPT OF PURCHASE ORDER AND
ACCEPTANCE OF DELIVERY DATE
BY EMAILING PURCHASE@SFASU.EDU.**

tholmes@capitalprintingco.com

Send Billing Invoice to:

Stephen F. Austin State University
P.O. Box 6085
Nacogdoches, TX 75962-6085
ATTN: Accounts Payable

Ship to:

Dora Luna
Admissions
Rusk Bldg 206
2008 Alumni Dr N
SFA Box 13051

Nacogdoches TX 75962

Terms: Net 30

FOB: Destination Prepay & Add (QTD)

**PURCHASE ORDER NO. MUST APPEAR ON ALL
SHIPPING DOCUMENTS AND INVOICES**

Item	Description	Quantity	Unit Cost	Total Cost
1	In accordance with ITB# ADMIN-PRINT-2024 opened 06/25/2024 ---- This agreement may be renewed for two (2) additional 1 (one) year periods at the option of SFASU. Renewal will be based upon mutual agreement after negotiation of renewal rates and approved quantity and specifications. 000P96603A PRINTING SERVICES 2025 - 2026 VIEWBOOK Printing - 38 pgs with cover Flat Size Cover: 20.875" W x 9" H with 0.125" bleeds Flat Size Text Pages: 14" W x 9" H with 0.125"	45,000.00 SRV	.5840	26,280.00

Purchaser: Lacey Bradshaw

(936) 4684412

ADDITIONAL CHARGE:

Vendor ID: **20507649**

Collegiate Licensed:

DISCOUNT/TRADE-IN:

Req No: **R0081540**

Employee/Employee Relationship:

TOTAL: CONTINUED

Blanket Order:

Purchase Class: **Competitive Solicitation**

HUB Status:

Vendor Warrant Hold process runs nightly and terminates any vendors on hold. Vendor EPLS status verified by Purchaser.

150015-29302-772180	\$26,280.00
150015-29302-772910	\$3,293.00
150015-29302-772180	\$21,200.40



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	bleeds Finished Size: 7" W x 9" H Bleeds: All four sides, cover and inside Color: CMYK process Special Fold: Cover is a letter fold (three panels in all) Score: Once for the fold out mentioned above Binding: Saddle-Stitch Paper Cover: 100# cover uncoated / offset if affordable, otherwise laser Inside Pages: 60# text uncoated / offset if affordable, otherwise laser Proofing: Hardcopy Color Laser ----			

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Item	Description	Quantity	Unit Cost	Total Cost
2	Shipping and Delivery for 500 pieces to SFA campus for local use - Bulk Box - included in pricing 000P96357A POSTAGE VIEWBOOK mailing service for 44,500 pieces ---- Printed, sorted and mailed on a weekly basis by vendor over the course of the FY with SFA-provided distribution lists.	3,293.00 LOT	1.0000	3,293.00
3	000P96603A PRINTING SERVICES 2025 - 2026 ROAD PIECE Printing - 12 inside pages with a 6-page cover	54,000.00 SRV	.3926	21,200.40

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Item	Description	Quantity	Unit Cost	Total Cost
	Flat Size Cover: 17.875" W x 8" H with 0.125" bleeds Text pages: 12" W x 8" H with 0.125" bleeds Finished Size: 6" W x 8" H Bleeds: All four sides, cover and inside Color: CMYK process + silver foil stamp on cover only Special Fold: Cover is a letter fold (three panels in all) Score: Once for the fold out mentioned above Binding: Saddle-Stitch Paper Cover: 100# cover uncoated / offset if affordable, otherwise laser Inside Pages: 60# text uncoated / offset if			

Purchaser: Lacey Bradshaw

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ADDITIONAL CHARGE:

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Item	Description	Quantity	Unit Cost	Total Cost
	affordable, otherwise laser Proofing: Hardcopy Color laser Mailing: No mailing services needed; all road pieces shipped to SFA Quantity: 54,000 ---- Shipping included in pricing			

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ADDITIONAL CHARGE: .00

Vendor ID: **20507649** Collegiate Licensed:

DISCOUNT/TRADE-IN: .00

Req No: **R0081540** Employee/Employee Relationship:

TOTAL: 50,773.40

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