



Request for Quote # 819 Annual Report

The Early Learning Coalition of Miami-Dade/Monroe ("the Coalition"), a Florida not-for-profit corporation, is seeking to purchase an **Annual Report-Design**. In order to select a vendor to deliver the above-referenced services, The Coalition requests a quote for services based on the specifications listed below. The quote for services will include the following information: company name and address with year incorporated, if applicable; total amount for services; and the quote should be signed and dated by an authorized representative of the vendor. Upon receipt of all quotes, the Coalition will review and make a decision based on the best value offered. Most importantly, the selected vendor will be required to enter into an agreement with the Coalition so to guarantee the specifications listed, as well as to ensure adherence to all applicable state and/or federal laws.

The Coalition would like to thank you in advance for your time and attention to this matter. Should you have any questions and/or comments, please submit them no later than **Thursday, September 18, 2008**, via the contact information listed below.

Description of Services:

The Coalition requires the services of a designer to compose the ELC Annual Report. All copy and photography will be provided to designer, along with an ELC Branding Guide that provides parameters for color schemes and fonts that the chosen designer will have to work with. The Designer should expect between twenty-three pages for The Annual Report.

Please submit your quote via email no later than **Wednesday, September 24, 2008** to Early Learning Coalition located at 2555 Ponce de Leon, Suite 500, Coral Gables, FL 33134,

Attention:
Lissandra Curbelo
Contracts Administrator
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