

TERMS OF REFERENCE

I. SCOPE OF WORK

The scope of work to be provided for the PPSC Journal and Annual Report are the following:

- Design/Layout

This is part of the creative aspect of the project which involves the typography and overall look to include the design of the publication (front and back, inside front and inside back covers, and all pages).

- Printing

This also includes color proofing, scanning and color correction. The printing quality must be consistent throughout the pages, rich, accurate and full color with no misaligned images or blurred texts. The edges should also be sharp and clean with sturdy and neat binding.

Approval of final proof is upon the finalization of the press work of the Chief, PAO and discretion of the President, PPSC.

II. SPECIFICATIONS

PPSC Annual Report

Project:	
Quantity:	500 copies
Number of Pages:	56 pages plus front and back, inside front and inside back covers
Size:	8.5" x 11"
Cover:	Coated two sides #180 lbs, full color with matt lamination and spot UV
Inside Pages:	Mattcoated #100 lbs, full color
Printing:	Offset printing
Binding:	Perfect binding