MIDDLESEX COMMUNITY COLLEGE
591 SPRINGS ROAD, BEDFORD, MA 01730
33 KEARNEY SQUARE, LOWELL, MA 01851

VENDOR: Herff Jones Inc
4501 W 62nd Street
Indianapolis IN 46268

Accounts Payable Address:
Middlesex Community College
591 Springs Road
Bedford, MA 01730
Attn: Accounts Payable

Buyer: Maureen Hudson
Phone Number: 781-280-3506

Terms: Net 30 Days

<table>
<thead>
<tr>
<th>Description</th>
<th>Item #</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>**** The College must receive final order ******</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>**** no later than March 10, 2017 *****</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commencement Invitations as per Bid 2017-14</td>
<td></td>
<td>2,100.00 EA</td>
<td>.7800</td>
<td>1,638.00</td>
</tr>
<tr>
<td>Only 1 envelope</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>approx freight charge</td>
<td></td>
<td>1.00 EA</td>
<td>57.0000</td>
<td>57.00</td>
</tr>
</tbody>
</table>

TOTAL: 1,695.00

ACCOUNTING INFORMATION: 201355-3530 $1,695.00

Packing slip must accompany all shipments. Purchase Order number must appear on all packages, invoices, and correspondence. The college reserves the right to cancel this order if delivery is not made by agreed-upon delivery date.

Middlesex Community College is exempt by statute from payment of all federal, state and municipal excise, sales and other taxes. Federal ID 042720058 and tax exemption number is 999-089-639.

MCC is an affirmative action equal opportunity institution.

Signature: Maureen G. Hudson
Date: Jan 11, 2017
Middlesex Community College  
Purchasing Department  
Attn: Maureen Hudson  
591 Springs Road  
Bedford, MA 01730  
(P) 781-280-3506  
(F) 781-280-3533

The College reserves the right to reject any proposal and to accept the best proposal that meets the needs and interests of the College based on price, adherence to attached specifications, scheduled date of delivery and/or experience with the selected vendor.

Request for Bid: 2017-14  
Bid Due By: Jan. 10, 2017 **9:00AM**  
FOB Destination: Bedford, MA  
Delivery By: March 10 **No later**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Unit Price</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>2100 each</td>
<td>Commencement Invitations</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>As per attached sample:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Each invitation will be individually wrapped</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Each individual invitation will consist of:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The actual invitation plus:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>One inside envelope</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The invitation shall have embossed border. The shield is done by engraving in blue ink in very high sheen as per supplied sample. (Please call for sample) The text is done by raised printing method. The text is done in blank. Use same type style, font size and paper as past years.

Proof must be provided to college one month prior to final printing.

*Please see attached for how invitation should read*

RETURN BID TO: Middlesex Community College, Purchasing Dept.  
Attn: Maureen Hudson  
591 Springs Road, Bedford, MA 01730  
Fax: 781-280-3533

BID SUBMITTED BY:  
COMPANY NAME:  
ADDRESS:  
FEIN  
SIGNATURE & DATE:  
NAME & TITLE:
COMMENCEMENT INVITATION

Blue ink in shield is very high sheen – almost metallic.

Bidder shall include with his bid illustrations of type styles available.

Paper: as per sample.

Content:

Raise State Seal  
In Blue and Gold

The Middlesex Community College  
Board of Trustees,  
President, Faculty  
and  
Graduates of the Class of 2017

invite you to attend  
Commencement Exercises  
Thursday morning, May twenty-fifth,  
in the year two thousand seventeen  
at the  
Lowell Memorial Auditorium

9:30 a.m. Processional  
10:00 a.m. Commencement

Light refreshments following ceremony  
Lowell Campus Café

The successful bidder shall be required to provide proof for approval by the College one month prior to final printing.

The College must receive final order no later than March 10, 2017. Address all inquiries to Maureen Hudson, (781) 280-3506.
Hi Maureen,

Here is your proof. Price has been held at .78.

Brooke

New England College Sales
1245 Hancock St.
Suite 15
Quincy, MA 02169
617.769.9310 (p)
617.769.9312 (f)
heffjones.com/college

-----Original Message-----
From: Roeder, Ericha K <ekroeder@herffjones.com>
To: Brooke <brookesheerin@gmail.com>; Sheerin, Paul <NECOLLEGESALES@aol.com>
Sent: Fri, Jan 6, 2017 12:47 pm
Subject: FW: Middlesex Community College Generic #46594

Please let me know when approved.

From: Yates, Rebecca M
Sent: Friday, January 06, 2017 12:47 PM
To: Roeder, Ericha K <ekroeder@herffjones.com>
Subject: RE: Middlesex Community College Generic #46594

Please see attached PDF.
Middlesex Community College  
Purchasing Department  
Attn: Maureen Hudson  
591 Springs Road  
Bedford, MA 01730  
(P) 781-280-3506  
(F) 781-280-3533

The College reserves the right to reject any proposal and to accept the best proposal that meets the needs and interests of the College based on price, adherence to attached specifications, scheduled date of delivery and/or experience with the selected vendor.

Request for Bid: 2017-14  
Bid Due By: Jan. 10, 2017 2:00 AM  
FOB Destination: Bedford, MA  
Delivery By: March 10 No later

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Unit Price</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>2100 each</td>
<td>Commencement Invitations</td>
<td>$0.90</td>
<td>$1,890.00</td>
</tr>
</tbody>
</table>

As per attached sample:  
Each invitation will be individually wrapped  
Each individual invitation will consist of:  
The invitation shall have embossed border. The shield is done by engraving in blue ink in very high sheen as per supplied sample. (Please call for sample) The text is done by raise printing method. The text is done in blank. Use same type style, font size and paper as past years.  
Proof must be provided to college one month prior to final printing.

Please see attached for how invitation should read

RETURN BID TO: Middlesex Community College, Purchasing Dept.  
Attn: Maureen Hudson  
591 Springs Road, Bedford, MA 01730  
Fax: 781-280-3533

BID SUBMITTED BY:  
COMPANY NAME: Jostens, Inc.  
ADDRESS:  
148 E. Broadway  
Owatonna, MN 55060  
41-0343440

SIGNATURE & DATE: Sean Lamontagne, Territory Sales Representative