

## **ANNUAL REPORT 2018/19**

### **Specifications for the design, printing and delivery of the OBP annual report.**

#### **DESIGN:**

1. OBP will supply the text and graphs in MS Word and Excel.
2. Service providers will quote for all photos of Board, Exco and employees to be utilised in the report. Photos will include individual shoots for Board and Exco. Group photos will include Board, Exco and OBP employees.
3. Service provider will quote for proof reading of all reports submitted.
4. Full colour print.

#### **Printing:**

1. Paper size:A4
2. Paper type: Cover 300 – 300 gm on Laminated, Inside 135gm Mongani Gloss
3. Binding: Perfect Bound
4. Supply an electronic copy of the report on a CD x 5, Memory Stick x 5
5. Quantity of copies: 240
6. Quantity of pages: Quote on 252 (including cover)