



COUNTY OF ERIE
DIVISION OF PURCHASE
MEMORANDUM

TO: All Requisitioners

FROM: Lorraine M. Kolb, Buyer

DATE: 2-6-26

SUBJECT: **PRINTING OF BUSINESS CARDS FOR ALL EC DEPTS.,
EXCLUDING 4 COLOR THERMO & BUFFALO & EC PUBLIC
LIBRARY**



The Division of Purchase has **EXTENDED** the bid for Printing of Business Cards for all Erie County Departments, excluding 4 COLOR THERMO & the Buffalo & EC Public Library.

Bid No. 250003-005

Effective Dates: 3-1-26 through 2-28-27

Vendor # 1: 120021
Vendor: Ad Specialty Solutions LLC
Contact Person: Brian W. Hutton
Telephone #: 716-983-2323
Email: bhutton@adspecialtysolutions.com

Terms: Net 30

Commodity No.: 966
Purchase Group: 005
Delivery: As Needed
Pricing: Attached - PAGE 2

**PRINTING OF BUSINESS CARDS FOR ALL ERIE COUNTY DEPTS.
EXCEPT 4 COLOR THERMO & BFLO & EC PUBLIC LIBRARY**

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**PLEASE NOTE THERE IS AN \$15.00 FLAT SHIPPING CHARGE PER
PURCHASE ORDER**

FLAT PRINT IN LOTS OF 500 & 1 "M"

FLAT 2 COLOR	LOT 500	\$30.50
FLAT 2 COLOR	1 "M"	\$42.00
FLAT 1 COLOR	LOT 500	\$35.50
FLAT 1 COLOR	1 "M"	\$45.00
FLAT 4 COLOR	LOT 500	\$30.00
FLAT 4 COLOR	1 "M"	\$42.00

THERMO PRINT IN LOTS OF 500 & 1 "M"

THERMO 2 COLOR	LOT 500	\$28.00
THERMO 2 COLOR	1 "M"	\$32.00
THERMO 1 COLOR	LOT 500	\$22.00
THERMO 1 COLOR	1 "M"	\$26.00

QUANTITY OF 3M FLAT & THERMO

FLAT 2 COLOR	3M	\$38.00/M	3M = \$114.00
FLAT 1 COLOR	3M	\$43.00/M	3M = \$129.00
FLAT 4 COLOR	3 M	\$32.00/M	3M = \$96.00
THERMO 2 COLOR	3M	\$31.00/M	3M = \$93.00
THERMO 1 COLOR	3M	\$23.00/M	3M = \$69.00

ONLINE ORDERING INSTRUCTIONS

The website is: ballyhoo.orderprintnow.com

Enter the Username: erieuser

Enter the Password: erieuser

Under the Ad Specialty logo, Click on Business Card

Click on the Template that matches your PO - Business Card Thermography – Black + Reflex-Which is Blue

Fill out the order form Order Due – Standard, Select 500 or 1000 whatever is on your po (Lot=500) Press Customize

Fill out the lines under Update Preview

Name

Title

Phone

And all the other lines you want on your cards

Once completed, press Update Preview and check the business card to the right.

Make sure you proof the card to make sure all the information is correct. If there is an error and the cards need to be re-printed you will be charged again.

When completed, press proceed and add to cart, checkout and make sure you enter your purchase order number on the order, that is how I approve them.