** Printing and Mailing of Garden Waste Permits in North Somerset**

**Specification**

|  |  |  |
| --- | --- | --- |
|  | **Details** | **Essential (E) and Optional (O) Criteria**  |
| **Permit Sticker** |  |  |
|  | 1PP | E |
|  | A6 Landscape  | E |
|  | Self-Adhesive  | E |
|  | Vinyl – one colour  | E |
|  | Outdoor Ink – UV resistant  | E |
|  | Bespoke sticker- customer address printed onto sticker  | E |
| **Permit Tag** |  |  |
|  | Polytuff self-tie tag | E |
|  | 2pp (75x381mm)  | E |
|  | Polytuff 170gsm | E |
|  | One colour (same artwork both sides) | E |
|  | Supply on rolls | E |
|  | Bespoke tag - customer address printed onto tag  | E |
| **Mailing**  | Send out letters second class within 5 days of receiving the permit list | E |
|  | Envelope (Ink: black only, return address on reverse) | E |
|  | 100gsm laser (letter) C5 envelope | E |
|  | Two variations of covering letter * Letter w/ permit sticker:1pp A4 letter and A6 sticker
* Letter w/ permit tag: 1pp A4 letter and 2pp (75x381mm) polytuff tag
 | O |
|  | Letter (full colour)  | O |
|  | Paper should be FSC-certified and have at least 50% recycled content  | O |

\*Ownership of permits after printing will be the property of NSC.