

▼001

REFERENCE _____ DATE ____/____/____

FIRST NAME _____ SURNAME _____

STREET ADDRESS _____

CITY _____ STATE _____ POSTCODE _____

TELEPHONE _____ MOBILE _____

▼002

REFERENCE _____ DATE ____/____/____

FIRST NAME _____ SURNAME _____

STREET ADDRESS _____

CITY _____ STATE _____ POSTCODE _____

TELEPHONE _____ MOBILE _____

▼003

REFERENCE _____ DATE ____/____/____

FIRST NAME _____ SURNAME _____

STREET ADDRESS _____

CITY _____ STATE _____ POSTCODE _____

TELEPHONE _____ MOBILE _____

▼004

REFERENCE DATE

FIRST NAME SURNAME

STREET ADDRESS

CITY STATE POSTCODE

TELEPHONE MOBILE

▼005

REFERENCE DATE

FIRST NAME SURNAME

STREET ADDRESS

CITY STATE POSTCODE

TELEPHONE MOBILE

▼006

REFERENCE DATE

FIRST NAME SURNAME

STREET ADDRESS

CITY STATE POSTCODE

TELEPHONE MOBILE

▼007

REFERENCE			DATE	/ /	
FIRST NAME	SURNAME				
STREET ADDRESS					
CITY	STATE		POSTCODE		
TELEPHONE	MOBILE				

▼008

REFERENCE			DATE	/ /	
FIRST NAME	SURNAME				
STREET ADDRESS					
CITY	STATE		POSTCODE		
TELEPHONE	MOBILE				

▼009

REFERENCE			DATE	/ /	
FIRST NAME	SURNAME				
STREET ADDRESS					
CITY	STATE		POSTCODE		
TELEPHONE	MOBILE				

Client information sheet



CLIENT NAME:

POSITION

DEPARTMENT/DIVISION

COMPANY/ORGANISATION

STREET ADDRESS

CITY

STATE (ABV.)

POSTCODE

TELEPHONE

MOBILE

EMAIL

WEBSITE

WHAT IS THE NATURE OF THE CLIENT'S BUSINESS?

.....

HOW LONG HAS THE COMPANY BEEN IN BUSINESS?

WHO ARE ITS COMPETITORS?

.....

HAS THE CLIENT USED SIMILAR SERVICES, AND IF SO, IN WHAT CAPACITY?

.....

WHAT ARE THE CLIENTS EXPECTATIONS?

.....

WHAT IS THE SCOPE OF WORKS?

.....

WHAT RANGE OF OUTCOMES IS ANTICIPATED (SUCCESS OR LACK OF)?

.....

NOTES

.....

Print quotation request



DATE: _____ / _____ / _____ PRINT SUPPLIER: _____ REPRESENTATIVE: _____
TELEPHONE: _____ MOBILE: _____ EMAIL: _____
PROJECT NAME: _____ REQUESTED BY: _____

General specifications

BRIEF DESCRIPTION OF ITEM
.....

SIZE: A6 A5 A4 A3 A2 A1 A0 DL OTHER: _____ X _____ LENGTH: _____

INKS: CMYK PANTONE: _____ OTHER: _____

QUANTITY (PER VARIATION): _____ ALTERNATIVE QUANTITIES: _____ VARIATIONS: _____

STOCK _____ WEIGHT (GSM): _____ SUPPLIER (IF KNOWN) _____

FINISHING (TOTALS): _____ FOLDS: _____ DRILLING: _____ PERFORATIONS: _____ EMBOSS/DEBOSS: _____ DIE CUTS: _____ BINDING METHOD _____

Display & signage specifications

BRIEF DESCRIPTION OF ITEM
.....

SIZE: 1500 X 850MM 2000 X 850MM 2000 X 1250MM 1500 X 850MM OTHER SIZE: _____ X _____

QUANTITY (PER VARIATION): _____ ALTERNATIVE QUANTITIES: _____ VARIATIONS: _____

General instructions

MAILING DETAILS: _____ ITEMS PER PACK: _____

DELIVERY INSTRUCTIONS: _____

NOTES:
.....
.....
.....

Quotation



Client/Project details

COMPANY/ORGANISATION:

CONTACT NAME:

TELEPHONE:

EMAIL:

PROJECT TITLE:

DATE:

Production items

DESCRIPTION	HOURS	RATE	TOTAL	DESCRIPTION	HOURS	RATE	TOTAL
CLIENT MEETINGS	VENDOR CONSULTATIONS
RESEARCH	COPYWRITING/EDITING
CONCEPT DEVELOPMENT	PROOFING
LAYOUT/DESIGN	PRESS APPROVALS
ART DIRECTION	WEB DESIGN
ILLUSTRATION/PHOTOSHOP	OTHER SERVICES (1)

External items

DESCRIPTION	TOTAL	DESCRIPTION	TOTAL	DESCRIPTION	TOTAL
PHOTOGRAPHY	COMMISSIONED WORKS	SPECIALIST SERVICES
PHOTO LIBRARY	PRINTING	OTHER SERVICES (2)

Cost summary

PRODUCTION ITEMS	EXTERNAL ITEMS	SUBTOTAL	GST	PROJECT TOTAL
.....

Client approval

NAME

NOTES:

SIGNATURE

DATE

This is an estimate only. Billing will reflect the actual costs incurred. This estimate is valid only for 6 months. Client requested changes will be billed additionally. The client will be notified of any price changes. E&OE.