

▼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		
TELEPHONE			MOBILE			

▼005

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

▼006

REFERENCE				DATE	/ /	
FIRST NAME			SURNAME			
STREET ADDRESS						
CITY				STATE		
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:

TELEPHONE:

PROJECT TITLE:

CONTACT NAME:

EMAIL:

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

SIGNATURE

DATE

NOTES:

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.