

▼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:

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

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.