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

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REFERENCE		DATE			
			/		/
FIRST NAME		SURNAME			
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TELEPHONE		MOBILE			

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 MM LENGTH: PP

INKS: CMYK PANTONE: OTHER:

QUANTITY: ALTERNATIVE QUANTITIES: / / VARIATIONS:

STOCK WEIGHT (GSM):

SUPPLIER (IF KNOWN):

FINISHING (TOTALS): FOLDS: DRILLING: PERFORATIONS: EMBOSS: DIE CUT/S: 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 MM

QUANTITY: ALTERNATIVE QUANTITIES: / / VARIATIONS:

General instructions

MAILING DETAILS: ITEMS PER PACK:

DELIVERY INSTRUCTIONS:

Quotation



Client/Project details

COMPANY/ORGANISATION:

CONTACT NAME:

TELEPHONE: ()

MOBILE:

EMAIL:

PROJECT TITLE:

DATE: / /

Production items

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

External items

DESCRIPTION	TOTAL	DESCRIPTION	TOTAL	DESCRIPTION	TOTAL
PHOTOGRAPHY	<input type="text"/>	COMMISSIONED WORKS	<input type="text"/>	SPECIALIST SERVICES	<input type="text"/>
PHOTO LIBRARY	<input type="text"/>	PRINTING	<input type="text"/>	OTHER SERVICES (2)	<input type="text"/>

Cost summary

PRODUCTION ITEMS	EXTERNAL ITEMS	SUBTOTAL	GST	PROJECT TOTAL
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.