

BUSINESS CARD QUOTE

design (+) print
graystoneSTUDIO 

Please complete this form and fax it back to 07 3255 2644 or bring it along to your first meeting.

Unit 3, 14 Merivale Street South Brisbane Qld | PO Box 3676 South Brisbane Qld 4101 | PHONE 07 3255 2655

DATE	NAME
COMPANY NAME	
PHONE	FAX
EMAIL	
ADDRESS	POSTCODE
JOB NAME	

STEP 1. BUSINESS CARD DETAILS

Size:

- 90 x 55mm (standard)
 90 x 40mm (slimline)
 Open to suggestion
 Other (If you have seen a particular size or shape, please tell us, we are here to help)

Orientation:

- Landscape Portrait Open to suggestion

STEP 2. COLOURS

Number of colours also has a significant influence on cost. If you are not familiar with the print process (i.e. PMS colours vs. full colour work), please discuss with us before requesting a quote. (Please note, black is considered a colour).

- 1 PMS colour
 2 PMS colours
 3 PMS colours
 Full colour process
 Open to suggestion

Notes

Specialty Colours: Metallic

- 1 PMS colour
 2 PMS colours
 3 PMS colours
 Open to suggestion

Notes

STEP 3. Sides printed

- 1 sided
 Both sides
 Open to suggestion

Notes

STEP 4. STOCK (paper)

The choice of paper is important and there is much to choose from. If chosen well, paper can create an impression (i.e. Your product / service is environmentally friendly, prestigious, professional or cost effective). If you are not sure, we are happy to advise, just indicate your needs below.

What 'feel' do you want your business card to have?

- Uncoated
 Matt
 Glossy
 Satin
 Recycled
 Open to suggestion
 Other (please describe)

STEP 5. SPECIAL FINISHES

Special finishes and embellishments can add protection to your business card as well as visually enhance it.

- Diecut shape (eg. rounded corners)
- Spot UV varnish
- Emboss
- Foil (eg. gold, clear)
- Matt Cello
- Gloss Cello
- Open to suggestion

Notes

STEP 6. INFORMATION, LOGO AND IMAGES

INFORMATION

How many people require business cards? _____

LOGO

- Graystone Studio has my logo artwork on file
- I will supply my logo as:
 - Original artwork (Illustrator or EPS)
 - TIFF / JPEG
 - Hardcopy
(Graystone Studio will need to scan or recreate)

IMAGES - Photographs, transparencies or illustrations Do you require images?

- No (please go to Step 7)
 - Yes
 - I will supply all images electronically as high resolution (300dpi) TIFF / JPEG / EPS
 - I will supply hard copies to be scanned
- How many? _____
- Graystone Studio to search for new images
- How many? _____
- Open to suggestion

Notes

STEP 7. QUANTITY

Quantity dictates the most appropriate choice of print process (digital or offset) and is the most influential factor on cost.

1. _____
2. _____
3. _____

Notes

STEP 8. BUDGET

Even if you can only supply a ball-park figure, a budget expectation will give us a good idea of the type of solution we will be able to provide.

- My budget is \$ _____

STEP 9. DEADLINES and DELIVERY

Very important information. If you have a fixed delivery date, or particular interim deadlines, we need to know about them.

- Interim deadlines

- Delivery date

Delivery

- Brisbane
- Other
