

MARKETING MATERIAL QUOTE

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. TYPE

Please indicate which item you wish to be quoted on.

BROCHURES

Finished Size:

- A4 (210 x 297mm) DL (99 x 210mm)
 Other: _____

No of Pages:

- 4 6 8 Other: _____
 Open to suggestion

FOLDERS

Finished Size:

- To fit DL To fit A4
 Other: _____

Sides printed:

- 1 sided Both sides

Special Finishes:

- Inside pocket: Interlocking Glueed
 Gussets (spine)
 Open to suggestion

POSTERS

Size:

- A1 (1188x841mm) A2 (420x594mm)
 A3 (297x420mm) A4 (210x297mm)
 Other: _____

Folding Options: (if required)

- Fold to A4 Fold to DL
 Other: _____
 Open to suggestion

POSTCARDS

- DL (99x210mm) A5 (150x100mm)
 STD (160x110mm) Other: _____
 Open to suggestion

BOOKMARKS

Size:

- (55x195mm)
 Other: _____

Sides printed:

- 1 sided Both sides
 Open to suggestion

CALENDAR

Size:

- A3 (297x420mm) A4 (210x297mm)
 DL (99x210mm)
 Other: _____

Sides printed:

- 1 sided Both sides

Folding Options: (if required)

- Fold to A4 Fold to DL
 Other: _____
 Open to suggestion

OTHER: (please specify)

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
 Other: e.g. Metallic colours

STEP 3. 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 marketing to have?

- Uncoated Matt Glossy Recycled
 Open to suggestion
 Other

STEP 4. SPECIAL FINISHES

Special finishes and embellishments can add protection to a document as well as visually enhance it. If you are not sure, please discuss your needs with us.

- Diecut shape Matt cello Gloss cello
 Spot UV varnish Emboss
 Foiling (eg. gold, clear)
 Open to suggestion
 Other

STEP 5. TEXT / GRAPHICS

TEXT

Text will be supplied as:

- Word document
 Hardcopy (Graystone Studio will need to re-type)

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)

Does Graystone Studio need to create any tables, maps or graphs?

- No (please go to Step 4)
 Yes, How many? _____

I will supply electronically as:

- Original artwork (Illustrator or EPS)
 TIFF / JPEG
 Word File
 Excel Spreadsheet

Are there any images in your publication?

- No (please go to Step 4)
 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

STEP 6. 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 7. 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 8. 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

