

PUBLICATION 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. PUBLICATION DETAILS

Type: Please tell us what type of publication you require

Size:

- A4 (210 x 297mm)
 A5 (148 x 210mm)
 Open to suggestion
 Other

Orientation:

- Landscape
 Portrait
 Open to suggestion
 Other

No. of pages (excluding cover) :

STEP 2. QUANTITY

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

1.

2.

3.

STEP 3. 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
 Other: e.g. Metallic colours

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 publication to have?

- Uncoated Matt luxurious
 Glossy Recycled
 Open to suggestion
 Other

Stock weight:

Cover weight

- 170 gsm 250 gsm 300 gsm

Text weight

- 100 gsm 115 gsm 150 gsm

- 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

Notes

STEP 6. 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
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STEP 7. BINDING

- Saddlestitched (stapled)
 - Burst bound
 - Section sewn
 - Case bound (hardcover)
 - Open to suggestion
 - Other
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-
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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 \$
-
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-

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
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- Delivery date
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Delivery

- Brisbane
 - Other
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