

STATIONERY 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	

Printing stationery needn't be a costly exercise. At Graystone Studio we have developed two multi-run packages that provide excellent value for money by printing all your stationery needs up together. You will receive the ideal mix of Letterheads, Follow-ons and With Compliment Slips as well as **BONUS Note pads** (that use the left over paper) as ideal giveaways for clients, friends and family.

We offer our business clients the following multi-run packages:

SMALL 1000 MULTI-RUN

Includes:

- 1 x letterhead (1000 copies or 4 reams)
- 1 x with compliment slip (1000 copies)
- Plus approx **100 BONUS note pads**, with 40 leaves in each. Note Pads are approx. 105 x 99mm and are glued along the top edge with backing board.

(Based on a sheet size of 455 x 580mm)

MEDIUM 3000 MULTI-RUN

Includes:

- 1 x letterhead (3000 copies or 6 reams)
- 1 x follow-on (6,000 or 12 reams)
- 1 x with compliment slip (3000 copies)
- Plus approx **150 BONUS note pads**, with 40 leaves in each. Note pads are approx. 105 x 99mm and are glued along the top edge with backing board.

(Based on a sheet size of 455 x 650mm)

STATIONERY

STEP 1. PLEASE CHOOSE A PACKAGE

- Small 1000 Multi-run
 Medium 3000 Multi-run
 Envelopes [Please see Envelope section for details](#)

Notes

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

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 stationery to have?

- Recycled
 Specialty
 Textured
 Open to suggestion

Notes

STEP 4. SPECIAL FINISHES

Special finishes and embellishments can visually enhance your stationery. Please indicate if you would like your quote to include any of the finishes below.

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

Notes

STEP 5. GRAPHICS

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

Notes

ENVELOPES

STEP 1. SIZE

- DL (110 x 220mm) standard size
- C6 (114 x 162mm)
- C5 (162 x 229mm)
- C4 (229 x 324mm)

Type

- Peel and seal
- Lick and stick
- Plain faced
- Window faced
- Open to suggestion

Notes

STEP 6. 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 7. 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

STEP 2. COLOURS

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

Notes

STEP 3. SIDES PRINTED

- One side Both sides

STEP 4. QUANTITY

1.

2.

3.
