GRAPHIC DESIGN | BRANDING | PRINT

# Quotation request form

| Name: | Designation: |
|---|---|
| Date: | Email address: |

| Name of organisation/company: |
|---|

| Name of publication/project: |
|---|

| Specification | Explanation | Answer |
|---|---|---|
| Electronic or printed | Is your publication for the web/email or will it be printed? | |
| Number of pages | This will impact on the cost. Printed publication pages need to be divisible by four. | |
| Size and orientation | How big is it (in millimetres – length and width) and is it horizontal or portrait? | |
| Full colour/ black & white | This impacts on cost and the overall look. | |
| Deadline | When the publication/project is due for delivery. | |
| **The following section is exclusively for printed publications/projects only** | | |
| Paper stock | The kind of paper to be printed on – e.g. matt or gloss, environmentally friendly or metallic? | |
| Paper grammage | The thickness of the paper. Office paper is 80gsm, brochures are between 115 &125gsm. Covers are between 250gsm and 300gsm unless the publication is self-covered. | |
| No. of copies | It costs less per unit the more you print. Reprinting is costly as you end up paying for set up costs again. We can quote on different increments as well. | |
| Binding | Stapled (under ±100 pages), folded (if a brochure), section sewn (if a journal/book), wiro-bound, spiral bound? | |
| Cover finishing | Foiling, embossing, UV spot varnishing or an extra colour. | |
| Die-cutting | Cutting your publication (or cover) into a shape. E.g. folders are die-cut in order to facilitate the flap inside. | |
| Pdf version of the document | An accompaniment to your printed publication. You could also request a branded, interactive CD. | |
| Advance copies | A portion of your copies can be delivered earlier than the rest if you have a tight deadline. | |
| Delivery address | One address is part of the fee. You may request smaller parcels to be delivered to a few of your clients/readers at an extra cost. | |

*We do not charge for sending quotes. Please complete and send to **shiki@artworks.co.za**. Please allow for a day or two, depending on the complexity of the request.*