



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.