

## URGENT ESTIMATE

<b>To:</b>	Your Company Name	<b>From:</b>	Your Ashfield Account Manager
<b>Attention:</b>	Your Name	<b>Date:</b>	Date of Quote
<b>Tel no:</b>	Your Contact Number	<b>Quote ref:</b>	Our Quote Ref. Number

Thank you for your recent enquiry. I trust that I have interpreted your instructions correctly and am pleased to offer the following estimate:

- Title:** Your Job Title
- Size/spec:** The size of your job along with any other specifications
- Origination:** This section relates to the artwork for the print job. It will either be 'Artwork Supplied' or the total number of studio hours allocated to artwork creation.
- Proof:** This will generally be a PDF proof. Printed proofs are available upon request and 'wet proofs' printed on the exact machine may occur an additional charge.
- Printing:** This includes the printing process (Digital, Offset Litho or Screen), the number of sides printed and any additional info.
- Materials:** This is the material selected for your job, which may include a specific stock type (Image Impact - paper) and will include a thickness (gsm or microns).
- Finishing:** This section includes info about post print work such as cutting, creasing, folding, perforations.
- Quantity**                      **Price**
- Various quantities and corresponding prices will usually be given. Higher quantities will often have a lower unit cost.
- Delivery:** Delivery dates are given at the point of order conformation. Our standard lead time is 10 working days, if you need a shorter lead time please discuss this with us. Any job quoted as 'Ex Works' will not have delivery included.
- Notes:** This includes any additional info such as packing instructions, e.g. packed in quantities of 100.
- Terms:** All prices exclude VAT (where applicable), are valid for 30 days, and are subject to sight of artwork or disk. Material prices may be subject to change at time of order placement. All orders are placed subject to our terms & conditions, available on request.  
**All first orders require payment in full prior to despatch.**

I trust our estimate meets with your approval, and look forward to receiving your instructions in due course. If I can be of any further assistance, please do not hesitate to contact me.

Assuring you of our best attention


