



**Graphic Design Services Quotation Sheet**

Instructions: Please fill out each line item with your company's price quotation in CAD according to the given specifications. The awarded bidder will be requested to adjust prices proportionally when offering a service for volumes or quantities not listed in the quotation sheet. Please include all proposal writing, labor, and setup costs in the price. Shipment costs should not be considered in the design price. Please also include the average turnaround time, in days.

Color codes: Yellow - Vendor's quotation

Please insert your quotations in the spaces highlighted in yellow only

Item Description	To be Printed on Paper weight in lbs (#) (if applicable)	Graphics Design Services (if applicable)	Expected delivery time (in business days)
<b>A) Flyers:</b> Full color production for flyer(s) to be handed out with all graphic/assets included		per service:	Expected delivery time (in business days)
5.5" x 8.5"	#80, gloss cover, 4 points		
8.5" x 11"	#80, gloss cover, 4 points		
<b>B) Brochures:</b> Full color production for brochures to be handed out. Multiple panel and/or multiple page brochures with all graphics/assets included.		per service:	Expected delivery time (in business days)
Half fold (bi-fold) 8.5" x 11"	#80, gloss cover, 5.5 points		
Tri-fold 8.5" x 11"	#80, gloss cover, 5.5 points		
Tri-fold 21" x 8.5"	#80, gloss cover, 5.5 points		
<b>C) Print Ad:</b> Full color production, single magazine page		per service:	Expected delivery time (in business days)
8.5" x 11"	80#, gloss cover		
<b>D) Invitations:</b> Full color double sided cardboard production		per service:	Expected delivery time (in business days)
4" x 6"	#80 stock paper		
<b>E) Postcards:</b> Full color standard size folder production including logos on the front, inside and back side		per service:	Expected delivery time
5" x 7"	100#, gloss cover, 10 points		
6" x 9"	100#, gloss cover, 10 points		
<b>F) Business Cards:</b> Full color standard sized business cards, 3 PMS colors: 341C, 485C, 447C		per service:	Expected delivery time
3.5" x 2" Single-sided	110# classic linen cover / solar white		
3.5" x 2" Double-sided	110# classic linen cover / solar white		
<b>G) Folders:</b> Full color standard size folder production including logos on the front, inside and back sides		per service:	Expected delivery time
8.5" X 11"	with 1/4" Backbone & 4"(H) 2 pockets		
<b>H) Company Letterhead:</b> Full production of the letterhead with ITA logo on the upper left hand portion of the header. ITA Chicago office address located on the footer respectively		per service:	Expected delivery time (in business days)
8.5" x 11"	60# matte paper, 3 points		
<b>I) Booklets:</b> Full color production for print and digital purpose. 16 pages self-cover. Bound or Saddle stitch.		per service:	Expected delivery time (in business days)
5.5" x 8.5" Saddle Stitched small booklet	Print 4/4. 100# glossy cover		
8.5" x 6.5" Booklet (17" x 6.6" flat size)	Print 4/4. 100# glossy cover		
<b>J) Trade Show Graphics/Booth Graphics:</b>		per service:	Expected delivery time (in business days)
Stand-up banner 33" x 80"	Full Color Vinyl cover		
Hanging Banner 96" x 185"	Full Color Vinyl cover		
Wall Graphic 5' x 7'	80#, gloss cover		
<b>K) Digital</b>		per service:	Expected delivery time (in business days)
<b>Landing Pages:</b> Full color production for converting registrations and contact lists including: sign-up fields, call-to-actions and compelling copy			
CMS, 5-7 frames, 3-4 sub-pages, billed per page			
<b>Digital Flyers:</b> Full color production for digital flyers			
Size(s): 2550 x 3300 pixels			
<b>E-Brochure:</b> Full color production for digital brochures. Multiple pages with all graphics/assets included			
Size(s): 2550 x 3300 pixels			
<b>Web Design:</b>			
<b>CMS:</b> Maintenance based on hourly rate			
<b>Landing Pages:</b> Management of responsive pages with CTA positioned prominently, includes 3-4 subpages			
<b>L) Digital Banners:</b> Full color production for online advertisement configurations to include both animated and static formats. Items may not be limited to having dimensions for banner, skyscraper, popup, full page, mobile and email ads including standard banners used in major social media platforms such as Facebook, Instagram, LinkedIn, Google and Twitter			
Static: Banner (non-HTML), leaderboard, square, skyscraper, email advertisement			
Animated:Size(s): Banner (HTML5 format for animation), leaderboard, square, skyscraper, email advertisement (HTML5 format for animation)			
<b>M) Photography:</b>		per service:	Expected delivery time (in business days)
<b>On-site:</b> Billed per hour, per cameraperson			
<b>Editing:</b> Billed based on basic editing package per photo (Re-sizing, file formatting, basic color correction)			
<b>N) Videography:</b>		per service:	Expected delivery time (in business days)
<b>On-site:</b> Billed per hour, per cameraperson			
<b>Editing:</b> Billed per 15 seconds of footage (advertisements), or billed per 15 minutes of footage (conferences) with titles included			
<b>O) Logo Design:</b> Full color production for print and digital purposes		per service:	Expected delivery time (in business days)
Sizes vary based on production, billed flat rate including 3 mockups and a round of revisions			

\*= TO BE FILLED OUT AND RETURNED WITH BID

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Print Name and Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Please note: All labor involved with graphics design creation from design proposal through final delivery to the printer/ advertiser/ trade show booth constructor should be included in the price.

ITA - Trade Promotion Section of the Consulate General of Italy