REMATA
Print and Communication

INTERNAL QUOTE BRIEF

Time/Date **in**: _____ Time/Date **out**: _____ E-mail: ☐

1. Client details

Company: _____

Contact name: _____

Phone no: _____ Cell no: _____

e-mail: _____

2. Quote Details

Description: _____

Qty: _____

No. of pages: _____

COVER

Open size: _____ **Closed** Size: _____

Ink Front: _____ **Ink** Back: _____

Stock: _____ **Finishing**: _____

TEXT

Open size: _____ **Closed** Size: _____

Ink Front: _____ **Ink** Back: _____

Stock: _____ **Finishing**: _____

3. Finishing / Diagram / Notes _____