

Rob Curtis
London Borough of Tower Hamlets (ER)
7th Floor Mulberry Place
5 Clove Crescent
London
E14 2BG

Date: 6 August 2019
Estimate Number: 40172

Dear Rob,

I thank you for your recent enquiry with regard to the production of the following printed items. Accordingly, please find our submission. Our quote reference is 40172.

I hope the pricing proves to be of interest, and if you wish to continue with the order please return the enclosed acceptance form.

Please note that lead times may need to be agreed at time of order.

I look forward to hearing from you.



Steve Lyon
Financial Data Management plc



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Job Specification and Pricing Details - Item 1:

Title: Tower Hamlets Polling District Guidance 28pp A4
Finished size: A4 port
No. of Pages: 28pp
Print: Digital 4 colour throughout
Material: 100gsm Uncoated
Finishing: Trimmed and stab stitched top left hand corner
Origination: Artwork Supplied.
Proofs: PDF via email.
Delivery: 1 TH address
Schedule: TBA

Pricing as follows:

100 Copies @ £82.00



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How to supply artwork to FDM

This guide outlines the basic requirements when supplying artwork to FDM. It is not intended to cover all aspects just the basics. If you have any issues arising from this guide or require any further information please contact our Pre-Press Manager. Please read the following before submitting your artwork.

We would prefer that you send all artwork in PDF format. The file should be saved as Press Quality, and that you use the appropriate colour setting, ensuring that any graphics are saved at 300dpi.

We can accept artwork as Quark Xpress 2016 or lower, Adobe InDesign, Illustrator or Photoshop.

We can accept other file formats and however to convert them to PDF 's may attract a conversion charge.

Supply artwork as centred single pages or jobs. Do not duplicate artwork, or supply as spreads or printers pairs. FDM will impose the artwork accordingly.

Please ensure that ALL artwork has a 3mm bleed and that you add trim and registration marks.

All fonts and images used are to be embedded.

Spot colours used in your designs must correspond to the stock being used
U - uncoated, C - coated

Black should be set to overprint.

CMYK - BW scans should be saved at a minimum resolution of 300dpi.

Microsoft files - FDM will accept MS Word, MS Publisher, and MS Powerpoint. Please note that these programs are not commercial graphic packages and we will only work from them with a HARD COPY PROOF as conversion of these files sometimes causes reflow. If PDF files are not supplied please send a proof of the current copy (not the previously printed job) for us to be able to check against.

If required FDM will supply you with a PDF proof. Please be aware that this should only be viewed as a guide as there will be colour variation between different monitors.

If you require an OMR space please use 100mm from bottom edge and 20mm from left hand edge.

Please contact us with any queries or questions you have with regard to your artwork our studio staff will be happy to discuss any issues.



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Terms and Conditions

- 1) All origination prices are inclusive of one PDF proof. Authors' corrections if incurred will be charged extra.
- 2) Unless previously agreed, all prices are based on a standard turnaround time of 5 working days. Quicker turnaround times without prior knowledge may incur additional charges.
- 3) If applicable, all prices are subject to sight of artwork.
- 4) Prices are subject to trade increases in production and materials.
- 5) Quotation is valid for 30 days.
- 6) Colour matching from a previous copy printed by another supplier may incur additional charges.
- 7) Payment must be made to Financial Data Management plc and is to be made within 30 days of the work being completed, subject to the issuance of a correct invoice.
- 8) VAT, where applicable, is chargeable at the rate ruling at time of services rendered and is extra to the prices shown.
- 9) The specification must be as originally advised.
- 10) Performance is guaranteed for a minimum of 95% of stated volumes. Usual run on/run back may apply.
- 11) Prices are subject to re-negotiation if there is a variable in the stated quantities.
- 12) In the event of any product not meeting the specification as agreed, then Financial Data Management plc undertake to replace the item or items without charge. However, we regret we cannot extend this replacement to postage or other consequential loss.
- 13) The following may incur extra charges;
 - authors corrections
 - additional proofing
 - special deliveries of proofs
 - additional costs incurred as direct consequence of the client exceeding or missing the agreed schedule, for example, overtime.
- 14) Although we would request you complete and return the attached acceptance form to confirm your intention to proceed with your enquiry, this is not the only method by which a contract shall be perceived to exist between FDM and the Client. Verbal acceptance, supply of purchase order, written acceptance other than that of the acceptance form, and any request for FDM to perform work on behalf of the client in a capacity which could be construed to form part of the contracted services will all be perceived as any such means the contract is agreed and services are then no longer required, FDM will hold it at their discretion whether to charge the total value of the contract or part thereof. Any ongoing contracts shall be rolled on by a minimum of 12 months in the absence of any written expression of termination.
- 15) All quotations are subject to written confirmation of order and sight of final artwork data & all materials.
- 16) APR (Annual RPI change) to be applied to all prices on subsequent years of contract.

This estimate is subject to FDM's full Terms and Conditions. Please refer to our web site at this address:

<http://www.fdmplc.com/about/terms-and-conditions/>



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AGREEMENT FOR ACCEPTANCE OF PROPOSAL

Company Name: London Borough of Tower Hamlets (ER)

Quote Ref: 40172

Having read the aforementioned proposal, I wish to accept and hereby agree to employ Financial Data Management plc to carry out such work as is outlined therein.

I have read the terms and conditions which form part of the proposal and agree to abide by them.

The timing and detail of the contract will be finalised in due course by mutual agreement between the parties.

Signed:  _____

Position: Head of Electoral Services _____

On behalf of: London Borough of Tower Hamlets _____

Please fax this document to FDM on 020 7511 0004



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