**ive** 

**Print Quote Request**

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| --- |
| Design requests must be submitted through the LTU [Digital Creative](https://intranet.latrobe.edu.au/tasks-and-processes/marketing-events-and-communications/digital-and-web-creative-services/digital-creative) team first. This form is a request for print only. |
|  |
| If you have any queries in regard to completing this form, please contact your Account Manager, Leigh Jones at IVE Group on 0406 159 171. |

**Contact details**

Client name

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| --- |
|  |

Email address Contact number

|  |  |  |
| --- | --- | --- |
|  |  |  |

Cost Centre WBS code Department

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | OR |  |  |  |

Overseas printing  Local Printing

Delivery details

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Special delivery instruction

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|  |

**Job Details**

Job title

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Proofs required Quantities (maximum of 4)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Choose an item. |  |  |  |  |  |  |  |  |

Flat size Finish Size Orientation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  | Choose an item. |

**Cover**

Pages GSM Stock Colour Single or double

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Choose an item. |  | Choose an item. |  | Choose an item. |  | Choose an item. |

**Text**

Pages GSM Stock Colour Single or double

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Choose an item. |  | Choose an item. |  | Choose an item. |  | Choose an item. |

**Finishing**

Binding/Finishing Special Finishes Cellosheen

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| --- | --- | --- | --- | --- |
| Choose an item. |  | Choose an item. |  | Choose an item. |

Finishing instructions

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Alternatively, please enter the details below for quoting

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| --- |
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| Forward your completed Print Quote Request form by emailing to [LatrobeUni@ivegroup.com.au](mailto:LatrobeUni@ivegroup.com.au).  Please attach artwork if available or any other images or information that may assist IVE with your quote request. IVE Group will be in contact with you once they have reviewed your request.  For any queries, please do not hesitate to contact IVE Group at [LatrobeUni@ivegroup.com.au](mailto:LatrobeUni@ivegroup.com.au) |