

Quotation

Fieldfare Studio Ltd

3 Kirkgate, Knaresborough HG5 8AD · studio@fieldfare.example · 01423 000 219

Company number ZZ778899, VAT number GB 000 2222 33

Quotation number	Q-0412
Date	7 October 2026
Valid until	30 days
Prepared for	Daniel Shaw, Ashgrove Garden Centres Ltd, Ashgrove House, Moor Lane, Wetherby LS22 5DA
Your reference	AGC-MKT-114

Dear Daniel Shaw,

Thank you for your enquiry of 2 October 2026. We are pleased to quote as follows for the redesign of your spring brochure (16 pages) and A4 trade price list.

What is included

	Item	Description	Quantity	Unit price (£)	Total (£)
1	Brochure design	Layout and design of a 16-page brochure, print-ready PDF	4 days	£520	£2,080
2	Price list design	A4 two-sided trade price list, print-ready PDF	1 day	£520	£520
3	Artwork and print liaison	Preparing files to the printer's specification	0.5 day	£520	£260
				Subtotal	£2,860

VAT at 20%	£572
Total	£3,432

Assumptions

This quotation assumes:

- client supplies all copy and photos in final form by 26 October; up to two rounds of changes on each item.

Not included

- printing and delivery; stock photography licences.

Any extra work will be quoted separately before we do it.

Timing

We can start within 5 working days of acceptance and expect to complete the work within 4 weeks.

Payment

We will invoice 50% on acceptance and the balance on completion. Invoices are payable within 30 days.

Terms

This quotation and any contract arising from it are subject to the short terms below. If you accept, those terms apply in place of any terms you send us.

1. Prices are fixed for the items listed until the “valid until” date. After that we may revise them.
2. We will carry out the work with reasonable skill and care.
3. If you pay late, we may charge interest and compensation under the Late Payment of Commercial Debts (Interest) Act 1998.
4. If you cancel after acceptance, you will pay for work done and costs committed up to cancellation.
5. Our total liability is limited to the total price in this quotation, except for liability that cannot be limited by law.
6. English law applies.

Please sign below and return this quotation, or reply by email quoting the quotation number, before the “valid until” date.

Yours sincerely,

Amy Lister, Studio Director, Fieldfare Studio Ltd

Acceptance

We accept quotation Q-0412 on the terms stated.

Signed: _____

Name: Daniel Shaw

Position: Marketing Manager

Purchase order number (if any): To follow

Date: