

Fresh Approaches

design and publishing work




Monash University
Attention: Wendy May
Project Coordinator

Date: 17 August 2007
Quote Ref: MMAIL0807

We are pleased to supply the following quotation for your consideration:

Management of 3 mailouts

This submission will include ...

-  An outline of work to be undertaken
-  An estimate of the time and fees needed to complete this work
-  The terms and conditions of our studio for this work

If you have any queries or wish to discuss this further, please contact

Annette Shaw, Operations Manager ashaw@earlychildhood.org.au
or by phone: 02 6242 1800.

Thank you

I hereby agree to accept the costs, terms and conditions outlined in this quotation

Signature _____ Date _____

Name (please print) _____ Title _____

Quote valid for 30 days. To accept this quote and proceed with order please sign, date and fax to: 02 6242 1818. ABN 44 950 767 752

1 Outline of work

Costs for three separate mailouts:

- Administrative mailout
- Promotional mailout
- Teaching resource mailout

Materials to be sent with each job as described below. ECA distribution list to be used for addressee information as required. Quotation includes project management, list hire fee, and postage and distribution charges. Please note this quoted cost is subject to the disclaimers and assumptions listed below.

2 Time and fee estimate

Administrative mailout

(10,560 services)

\$10,412 plus GST

Promotional mailout

(10,560 services)

\$16,809 plus GST

Teaching resource mailout

(1000 services)

\$14,954 plus GST

(10,000 services)

\$141,337 plus GST

For each of the three mailouts, please allow 5 working days for tailoring list to your requirements and collation of materials at the mailhouse prior to postage.

\$1000 discount for all three.

● Disclaimers and assumptions

* Postage is an estimate only. If Australia post increases their rates these costs will be included in the invoice.

Mailout 1 – Administrative mailout

- A4 sheets, folded to DL
- 4 items to be inserted
- Postage based on small letter regular mail, all within Australia
- All items are suitable to be inserted by machine

Mailout 2 – Promotional Mailout

- 1 x A3 sheet folded to A4
- 2 items (both A4) to be inserted
- C4 envelope (to fit A4 flat)
- Postage based on large letter regular mail less than 125g, all within Australia
- All items are suitable to be inserted by machine

Mailout 3 – Teaching Resources Distribution

- Jiffy bags supplied
- Package includes 2 booklets, 1 DVD and 1 A4 sheet (total package weight 800g)
- Postage based on parcel post with total package weight of 800g, all within Australia
- Base quote is for single package to one location. Bulk packages to one location will be charged extra, for example:
 - 10 packages to one location – total weight 8kg
\$4.95 for packing
Indicative postage cost: \$10.55 to Sydney; \$28.75 to Perth
 - 20 packages to one location – total weight 16kg
\$8.45 for packing
Indicative postage cost: \$21.10 to Sydney; \$57.50 to Perth

3 Terms and conditions

Commencement of work

The client, Monash University, agrees to provide written approval of this submission before any work is commenced (unless otherwise agreed verbally), as a letter of agreement between Monash University and Early Childhood Australia Fresh Approaches concerning the work outlined in this submission.

Payment

Monash University agrees to pay the invoiced amount within 21 days of the receipt of an invoice. If the work time exceeds 4 calendar weeks in duration, Monash University agrees to payment by calendar monthly invoices based on the work done to date.

Fees for service

It is agreed that the fee for service shall be the cost estimates provided on pages 2 and 3 of this submission, unless work undertaken exceeds work outlined. If work undertaken exceeds the items specified in pages 2 and 3 of this submission, Monash University, agrees to pay appropriate fees for the excess work.

Copyright

It is agreed that Monash University will have the exclusive right to retain and reproduce any artwork, manuals, information, material reports and other output which is produced from the performance of the work outlined in this submission on pages 2 and 3. It is agreed that Early Childhood Australia Fresh Approaches hereby assign to Monash University, upon written confirmation of this submission, all rights, title and interest in the future copyright of any artwork, manuals, information, material reports and other output which is produced, extended or modified during the performance of the work outlined on pages 2 and 3. This granting of copyright does not extend to the use of design proposals submitted but not approved by Monash University for the work outlined on pages 2 and 3.

Confidentiality

It is agreed that employees of Fresh Approaches shall not at any time either during the continuance of the work outlined or thereafter, except in the course of their duties, divulge any of the confidential affairs of Monash University or any of its clients or associated companies to anyone whatsoever without the previous consent in writing of Monash University.