# **FORM for financial offer**

**PART 1: TYPICAL SERVICES and DELIVERY TIME**

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|  | Services to be provided | | |
|  | Adaptation of text from a Microsoft Word document using a SPREP style template (format A4) and adaptation of graphics and diagrammatic content into the appropriate professional format.  Insert or replace text to a ready-made template or design according to predefined heading styles, bulleted text, ToC numbering, pull-out quotes and text-boxes, etc. Layout of tables. Implementation of footnotes, ToC, table of figures, captioning, etc., as indicated in the original manuscript. Insert or replace photographs or any other ready-made graphs and imagery. | | |
|  | **Cost per (designed) A4 page** | **Turnaround time (working days)** |
| **A1.1:** | Provide your ‘cost per A4 page’ and ‘turnaround time’ based on a  **5 to 15 page project.** | USD |  |
| **A1.2:** | Provide your ‘cost per A4 page’ and ‘turnaround time’ based on a  **16 to 40 page project.** | USD |  |
| **A1.3:** | Provide your ‘cost per A4 page’ and ‘turnaround time’ based on a  **41+ page project.** | USD |  |
| **A2:** | Design of a **‘COVER PAGE’** including front and back cover. | USD |  |
| **A3:** | Design of a LOGO for an SPREP key event or activity (at least two different initial proposals are required) | USD |  |
| **A4:** | Design of a POSTER for the promotion of upcoming events following SPREP’s guidelines: | USD |  |

**PART 2: GENERAL RATES**

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|  |  | **HOURLY Rate** |
| **A5:** | General graphic design rate (per hour) | **USD** |
| **A6:** | General consultancy rate (per hour) | **USD** |

***\*You are welcome to provide a separate supplementary price list for any other related services your company can provide. These extra services and their costs will also be included in the contract.***