

**Ministry of Education**

PO Box 1666  
Wellington  
Ref: Karepa Wall

Date: 17.06.19

REFERENCE No.

I 7424

## Te Kōhohete – 10 year Strategy Document – Work-to-date

### PROJECT DESCRIPTION

**Specific creative considerations:-**

To design and prepare files for the following:-

A strategy document highlighting the vision, values and action plans of Te Kōhohete's over the past 10 years and it's on going future in the public sector.

**Specific physical considerations:-**

A4, 20 page document.

### PROJECT BREAKDOWN

<b>CREATIVE</b>	Design exploration / review potential creative options. Explore cover concepts and internal spreads. Presentation and rationale of initial design concepts to client.	\$ 1,890.00
<b>REFINEMENT</b>	Design refinement and client feedback loop as needed. Supply revised visuals to client / client approval of all artwork. (Partially completed feedback loop)	\$ 210.00
<b>PRODUCTION</b>	File preparation and pre-press production. Package-up and transfer all PDF and/or RAW files to print supplier.	Yet to be completed
<b>DISBURSEMENTS</b>	Colour lasers: Project lasers for admin, creative and prototyping purposes. Job setup: Admin / file management / archive + storage. All of Government (AOG) fee (1.5%) – to be determined/applied.	\$ 40.00 \$ 50.00 \$ 32.85

Sub Total: \$ 2,222.85

+ GST: \$ 333.43

**TOTAL / DESIGN FEES \$ 2,556.28****GST#: 98-236-929**

ANZ Account No:  
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