



INSTITUTE OF MEDICAL ILLUSTRATORS						
REQUEST FOR QUOTATION			QUOTATIONS TO BE RETURNED TO:			
Quotation Number		DATE		Mr. Geoffrey Gilbert – Honorary Treasurer 14 Middle Avenue Carlton Nottinghamshire NG4 1PG Email: treasurer@imi.org.uk		
01/21		27 th December 2020				
THIS IS NOT AN ORDER This quote will be used for comparison purposes and the final order may varied to suit needs						
INSTRUCTIONS:						
1. Return of Quotation by 27 th January 2021 via email to: treasurer@imi.org.uk						
2. Queries to: Newseditor@imi.org.uk						
Supplier name and address				Contact name & email		
Item	Qty	Description	Unit price	VAT	Total Cost	Delivery date
1		<p>Specification</p> <p>Typesetting of the publication 'IMI News' for electronic distribution on a quarterly basis. Please quote for just one edition.</p> <p>Details below</p>				
<ul style="list-style-type: none"> Typesetting of the publication IMI News as an interactive pdf. (Interactivity = page turning and embedded links to websites etc) Number of pages – average = 24 page To be maintained according to the IMI Brand Guidelines The majority of articles are regular features and the template is already established. All the artwork/templates, links and fonts will be provided Insertion of new text and assisting the Editor in the choice of appropriate selection of copyright free images as appropriate. End product to be produced as a pdf file as per the example attached. The dates will be set in advance, and there will be one proof required. Turnaround will be 1 week to first proof and 2 working days to second proof, unless more than 'minor' amends. An editorial and production deadlines for each quarter will be provided. 						

