

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			
02/25		10 th February 2025				
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 1 st March 2025 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		Specification Typesetting of the publication 'IMI News' for electronic distribution on a quarterly basis. Please cost /itemise the production of <u>one edition only at this stage</u> Details below				
- Typesetting of the publication IMI News as an interactive pdf. - Max 10-12 pages. - To be maintained according to the IMI Brand Guidelines - The majority of articles are regular features and a template should be 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. - An editorial and production deadlines for each quarter will be : Winter Edition - Publications deadline December Spring Edition – Publication deadline March Summer Edition – Publication deadline June Autumn Edition – Publication deadline September 12 week Production cycle: Article development & collation (x8 weeks), proofing (x1 week), design & typesetting (x2 weeks inc. 2nd proof), sign off for publication (x1 week).						

