



QUOTATION

13 February 2019

Mr Chris Buckenham
LPA Group Plc
Light & Power House
Shire Hill
Saffron Walden
Essex CB11 3AQ

OUR REF: LP545

Dear Chris

RE: 2018 REPORT & ACCOUNTS

	QTY	COST
Design and finished artwork for cover and text including one reasonable set of amends & supply single page pdf for website on approval.	1	£2890
Report: A4 – 6pp cover + 84pp text, printed in four process colours and sealer throughout for cover and PMS440U & sealer throughout for text onto 300gsm 9 Lives Offset for cover and 90gsm same for text. Perfect bind, one vertical perforation 10mm in from spine on penultimate text page, trim & pack.		
Origination, proofing & printing report.	750	£4529
Print C4 envelopes with logo/return address on flap.	750	£215
From existing artwork, print DL envelope for proxy inc hand insertion into shareholder reports	500	£195
Insert report into C4 envelope, apply your self-adhesive label to envelope, seal & mail 1 st class	501	£300
Delivery of 525 to mailing house & 225 balance of envs/reports to Saffron Walden.	1	£165
Large letter under 500g. UK x 487 @ £1.87ea, WZ2 x 7 @ £7.50 & EUROPE x 7 @ £4.90	1	£997.49

NOTES: Terms 30 days from date of invoice/postage in advance of mailing.
VAT to be charged extra

SCHEDULE:

Start cover design	-	mid January
Receive word doc	-	Thursday 24 th January
To print	-	Thursday 7 th Feb
Approval of printer's proof	-	Friday 8 th Feb
Chris to request mailing list	-	Monday 11 th Feb
Receive mailing data files	-	Tuesday 12 th Feb
Mailing date	-	Monday 18 th Feb
AGM	-	Thursday 21 st Mar

Yours sincerely

LINDA HORNETT

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