



stationery design service

If RatArt have designed your logo it is a natural progression for us to design your business card and stationery set. Often through the process of logo design we can't help but conjure creative ideas for translating and developing your brand through to the media of print. This coupled with our advice regarding printing methods and finishes, appropriate and enhancing boards/papers, means our stationery design service goes that little bit further in creating an eye-catching, tactile, but above all, professional printed representation of your company.

Based on an initial conversation/briefing we will commence by creating either single designs or 3 x unique designs, which on completion we will upload to our servers and send you a dedicated username and password to view designs online. We fully encourage constructive critique and will continue working/tweaking designs until we have reached a design you feel absolutely represents your brand. We will of course keep you fully informed should your requests have any impact on overall cost.

Towards completion, colour pantone swatches will be sent to you via standard mail so you can visualise how the final colours will reproduce in print on the appropriate board/paper. Once design has been approved we will send you a digital version of your stationery set on CD, supplied as vectored CMYK EPS files. We advise you keep these files stored and safe as they will form part of our off-site backups.

Reproduction

Based on your budgets and the finish required, we will invite quotes from whom we deem to be the most appropriate printer. We charge a nominal fee to cover time spent briefing and proofing with the printer, but please be advised that printer invoices are independant of RatArt and should be settled with them directly. Alternatively we are happy to forward work onto your designated printer and will brief accordingly, although please be aware that proofing then becomes the responsibility of the client unless specifically requested.

Prices depending on your preferred method we will either present 3 initial designs or present a single design at a time:

- **Business card design**

£150.00 first 3 designs

£70.00 per design

- **Letterhead design**

£130.00 first 3 designs

£60.00 per design

- **Compliment slip design**

£45.00 per design based on letterhead format

- **Other Stationery:**

eg envelope, CD sleeve/disc, invoice, estimate/quotation, memo, fax, digital stationery etc
£POA

OR

- **Stationery set composed of:**

Business card, letterhead & compliment slip

£300.00 first 3 design sets

£140.00 per design set

Miscellaneous prices

- Recreation of logos as vectored EPS files **£25**
- Printer briefing and proof approval (1 meeting including postage of proofs) **£45**
- Printer proofing (client selected printer) **£45/hr**

* Prices based on selection and revision of provisional designs. Major graphic changes that require greater design input can incur addition charges to those listed above. We will await your permission and keep you fully informed of these costs before continuing the design process.

** Prices based on same style designs determined from provisional business card and/or letterhead design.