

ENQUIRY FOR **SERVICES AND QUOTATION**

ENQUIRY

The services that I'm enquiring about ----->

If services are not listed here ----->

Am enquiring for ----->

The intention for this enquiry is to ----->

Specific services required ----->

>

>

Special requirements / considerations ----->

PROJECT OVERVIEW

What's the intended objective ----->

>

What's the intended scope ----->

>

If the scope of this project can be broadened --->

Who are your target viewers / audience ----->

What are the key messages ----->

>

Time frame for this project ----->

Click to select	on	<input type="text"/>
Click to select	on	<input type="text"/>
Click to select	on	<input type="text"/>
Click to select	on	<input type="text"/>

CONTACT DETAILS

My name is ----->

My designation (company) / role (project) ----->

The company / organisation I work for ----->

You may reach me at ----->

Click to select	:	<input type="text"/>
Click to select	:	<input type="text"/>
Click to select	:	<input type="text"/>
Email	:	<input type="text"/>

AWC Media was recommended by ----->

SUBMITTING THIS REQUEST

With all relevant fields filled-in, email this request as an attachment to : markt@awcmedia.com



REPLY TO YOUR ENQUIRY FOR SERVICES AND QUOTATION

SERVICES & FEES

SERVICES LISTED IN DETAIL	QTY / DAYS	FEE
PRE & PRODUCTION		\$ -
01.		
02.		
03.		
04.		
05.		
06.		
07.		
08.		
09.		
10.		
POST-PRODUCTION		\$ -
01.		
02.		
03.		
04.		
05.		
06.		
07.		
08.		
09.		
10.		
MISCELLANEOUS		\$ -
01.		
02.		
03.		
04.		
05.		
TOTAL QUOTED PROJECT FEE		\$ -

TERMS & CONDITIONS

Services listed above and corresponding fees are an estimate only. The scope of work and the requirements to facilitate is scalable according to the specifications of this project. Actual fee may be less or greater than quoted. In finalising the arrangements for our involvement in this project, a confirmation and contract will be prepared listing every relevant detail and the defined scope of work to be facilitated. With your acknowledgement of the confirmation and contract, time would be set aside and booked for this project. The confirmation and contract must be acknowledged at least 3 days from any scheduled work to be facilitated. A deposit of 50% of the value of the project's budget must be made and settled accordingly, to guarantee the commencement of this project. All payments to be made through crossed cheque to Apple Wind Chimes Pte Ltd, unless otherwise stated. For government agencies, payments are through vendors@gov.sg.