

<b>F.A.O</b> Gill Williams
<b>Company</b> Foreign & Commonwealth Office
<b>Date</b> Wednesday 9 November 2022
<b>Ref No.</b> Luca 1704      Page 1 of 1

<b>From</b> Luca Design
<b>Title</b> Health and Safety Design and Video production package

**Dear Gill**

**Thank you for your valued quote request in respect of the Health and Safety Design and Video production package.**

**Please find below the illustration of cost submitted by Luca Design based on the following summary:**

### Summary

Below outlines the cost of Luca Design time for the respective requested areas for Health and Safety

<b>Health &amp; Safety Handbook - for print</b>	<b>£2,200.00</b>
Design and production. 55 hours @ £40ph	
<b>Design and artwork production for the Lanyard</b>	<b>£320.00</b>
Design and production. 8 hours @ £40ph	
<b>Stop Card</b>	<b>£280.00</b>
Design and production. 7 hours @ £40ph	
<b>Talking head video's</b>	<b>£1,440.00</b>
This cost includes the filming/recording and editing. 36 hours @ £40ph	
<b>Policy document for print</b>	<b>£420.00</b>
Design and production. 10.5 hours @ £40ph	
<b>Photos for posters and digital signage</b>	<b>£580.00</b>
Photography and post productions. 14.5 hours @ £40ph	
<b>Authority messages videos</b>	<b>£1,760.00</b>
Authority messages videos. 44 hours @ £40ph	
<b>Total of the above</b>	<b>£7,000.00</b>

I hope you find that this estimate meets with your requirements, but please do not hesitate to contact me if you have any questions or further comments as I will be pleased to be of further assistance.

I look forward to hearing from you.

**Frank Scarito**

VAT is not included in this cost. All costs are produced based on initial supplied specification and may be subject to change on sight of final specifications. This quotation provides a guide to services & spec required for the individual job. Any increase in requirement may be charged as extra. This quotation is valid for 30 days from the date shown above. Unless stated otherwise all prices are based on text and images being supplied in digital format. Unless stated otherwise, Luca Design retains copyright of all illustrations produced. We retain ownership of all design, illustration & artwork that originated at Luca Design & has lead to the final artwork supplied. All extras such as Postage, packing, colour printing & delivery, unless specifically stated, are charged as extra.