**HANDWRITTEN SOLUTIONS -** [**www.handwrittensolutions.com.au**](http://www.handwrittensolutions.com.au)

ABN 86 955 789 692

sally@handwrittensolutions.com.au

My apologies in advance for all the questions. They are designed so both you and I save a lot of wasted time going back and forth; less chance of missing necessary details and information, which can so often occur; and to provide the most accurate quote possible for you.

Most answers require a simple multiple choice format, but some sections will need you to enter your own information as well.

If you are having difficulty working through the form and feel a bit confused by it all, please don’t hesitate to give me a call and we can go through it together.

Once your form is completed, please email to sally@handwrittensolutions.com.au.

Please allow up to five (5) business days for your quote to be completed and emailed to you.

At times I can be extremely busy, or there may be an unforeseen circumstance which may result in a delay for you to receive your quote. In the event that this happens, I will try my utmost to make you aware of this as soon as I possibly can.

**IMPORTANT! Please note:**

* Rush jobs that require me to work outside of normal working hours, or to put other client work aside to get yours done in time, will incur an extra fee.
* Some stationery/products may take time to source and be delivered to me if they are not available locally. Please make sure to factor this in for turnaround times.
* Due to some high volume/quantity handwriting projects, or when there is increased demand, Sally’s personal handwriting may not be available. In this case there will be an equally competent writer to help complete your job.
* When calculating your amount of words, please use MS Word. This also needs to include your salutation and closing.

Please attach any extra images or documentation that you may feel is necessary to help with your quote.

If you have any questions at all, or you are not sure about something, please don’t hesitate to [contact me](https://www.handwrittensolutions.com.au/contact). I am always happy to help and assist as much as possible.

For more detailed information please visit the [Terms and Conditions](https://www.handwrittensolutions.com.au/terms-and-conditions) page on the website.

Thank you, Sally.

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**FULL NAME** Click or tap here to enter text.

**BUSINESS NAME:** Click or tap here to enter text.

**EMAIL:** Click or tap here to enter text.

**PHONE:** Click or tap here to enter text.

**POSTAL ADDRESS:**

Address line 1: Click or tap here to enter text.

 Address line 2: Click or tap here to enter text.

 City/Town: Click or tap here to enter text.

 State: Click or tap here to enter text.

 Postcode: Click or tap here to enter text.

 Country: Click or tap here to enter text.

**How would you prefer to be contacted?**

 [ ]  Email

 [ ]  Phone

 [ ]  Either

**Deadline for your project to be posted out?** Click or tap to enter a date.

**Is this a rush job (urgent)?**

[ ]  Yes

[ ]  No

\*Rush jobs incur an extra 20% fee and also, depending on the quantity needed, may

not be available due to increased demand at that time.

**How did you find out about Handwritten Solutions?**

 Click or tap here to enter text.

**1. WHICH SERVICE/S ARE YOU REQUIRING?**

\*Please make sure to select all services that you need. For example, if you need both handwritten letters, and handwritten envelopes, make sure to select both.

 [ ]  HANDWRITTEN LETTERS

Quantity Click or tap here to enter text.

 Words per letter Click or tap here to enter text.

 **Do you require handwritten envelopes to go with your letters?**

[ ]  Yes Please also select ‘HANDWRITTEN ENVELOPES’ and complete the questions

[ ]  No

 [ ]  HANDWRITTEN NOTES

Quantity Click or tap here to enter text.

Words per note Click or tap here to enter text.

 **Do you require handwritten envelopes to go with your notes?**

[ ]  Yes Please also select ‘HANDWRITTEN ENVELOPES’ and complete the questions

[ ]  No

 [ ]  HANDWRITTEN ENVELOPES

Quantity Click or tap here to enter text.

**Are you requiring only handwritten envelopes?**

 [ ]  Yes

 [ ]  No. I require them to be paired with another handwritten service

 **Which addressing do you require?**

 [ ]  Recipient name and address only

 [ ]  Recipient & sender name and address

 **Do you require your recipient envelope/s to be stuffed?**

 ☐ Yes

☐ No

**Do you require your recipient envelope/s to be sealed?**

 ☐ Yes

☐ No

 **Do you require sticking of stamps on recipient envelopes?**

 [ ]  Yes

 Quantity Click or tap here to enter text.

 Will you be supplying the stamps?

 [ ]  Yes

 [ ]  No

 [ ]  No

 **Any other requirements not previously mentioned?**

Please explain Click or tap here to enter text.

[ ]  HANDWRITTEN CHRISTMAS CARDS

Quantity Click or tap here to enter text.

 Words per card Click or tap here to enter text.

 **Do you require handwritten envelopes to go with your Christmas cards?**

[ ]  Yes Please also select ‘HANDWRITTEN ENVELOPES’ and complete the questions

[ ]  No

 [ ]  HANDWRITTEN THANK YOU CARDS

Quantity Click or tap here to enter text.

Words per card Click or tap here to enter text.

 **Do you require handwritten envelopes to go with your thank you cards?**

[ ]  Yes Please also select ‘HANDWRITTEN ENVELOPES’ and complete the questions

[ ]  No

 [ ]  HANDWRITTEN & HANDMADE THANK YOU CARD - CHERISH COLLECTION

Quantity Click or tap here to enter text.

Words per inner card Click or tap here to enter text.

**Marker colour for front of card?**

 [ ]  Metalllic Gold

 [ ]  Metallic Bronze

 [ ]  Metallic Silver

**Which handwriting style would you like ‘Thank You’ to be written on the front of the card?**

Click or tap here to enter text.

**Which laser cut outer card you would prefer?**

 ☐ LCAW15

 ☐ LCBFW15

 ☐ LCFI15

 ☐ LCFP15

 ☐ LCFR15

 ☐ LCFW15

 ☐ LCLH15

 ☐ LCSH15

**Which tag colour would you prefer?**

 [ ]  Kraft

 [ ]  White

**Do you require your recipient envelope/s to be sealed?**

 ☐ Yes

☐ No

 **Do you require supply and sticking of stamps on recipient envelopes?**

 [ ]  Yes

 [ ]  No

 [ ]  HANDWRITTEN NOTE CARDS

Quantity Click or tap here to enter text.

Words per note card Click or tap here to enter text.

 **Do you require handwritten envelopes to go with your note cards?**

[ ]  Yes Please also select ‘HANDWRITTEN ENVELOPES’ and complete the questions

[ ]  No

 [ ]  HANDWRITTEN STICKY NOTES

Quantity Click or tap here to enter text.

Words per sticky note Click or tap here to enter text.

 [ ]  HANDWRITTEN BOOKMARKS

Quantity Click or tap here to enter text.

Words per bookmark Click or tap here to enter text.

 [ ]  HANDWRITTEN TAGS

Quantity Click or tap here to enter text.

Words per tag Click or tap here to enter text.

 [ ]  OTHER HANDWRITING SERVICE

Quantity Click or tap here to enter text.

Words required Click or tap here to enter text.

Please explainClick or tap here to enter text.

 [ ]  PRINTING OF DOCUMENT

 [ ]  Yes

 [ ]  Logo Quantity Click or tap here to enter text.

 [ ]  Letterhead Quantity Click or tap here to enter text.

 [ ]  Other Quantity Click or tap here to enter text.

 Please explain Click or tap here to enter text.

 **Will you need them printed in colour, or black and white?**

 [ ]  Colour

 [ ]  Black and White

 [ ]  No

[ ]  INSERTION

 ☐ Yes

 [ ]  Business card

 [ ]  Scatters

 [ ]  Other

 Please explain Click or tap here to enter text.

 ☐ No

**2. WILL YOU BE SUPPLYING YOUR OWN STATIONERY?**

[ ]  YES Please explain what will be sent Click or tap here to enter text.

**Will it be sent in bulk?**

[ ]  Yes

[ ]  No

[ ]  NO Handwritten Solutions to provide or source.

 **Please select, on the following pages, all of the stationery which you require.**

\*Paper/Cardstock requirements

[ ]  80 gsm white

[ ]  80 gsm cream

[ ]  90 gsm kraft

[ ]  90 gsm white ivory parchment

[ ]  100 gsm white

[ ]  120 gsm white

[ ]  160 gsm white

[ ]  160 gsm cream

[ ]  176 gsm natural parchment

[ ]  200 gsm white

[ ]  250 gsm white

[ ]  Other paper/cardstock required

Please explain Click or tap here to enter text.

**Size you require?**

 [ ]  A4 [ ]  A5 [ ]  A6 [ ]  A7

 [ ]  OTHER Please explain

Click or tap here to enter text.

 **Quantity required?** Click or tap here to enter text.

 \*Envelope requirements

[ ]  DL white

[ ]  DL sage parchment

[ ]  DLX white

[ ]  C5 premium white

[ ]  C5 white

[ ]  C6 premium white

[ ]  C6 white

[ ]  C6 kraft

[ ]  155mm x 155mm premium white

[ ]  155mm x 155mm premium kraft

[ ]  133mm x 184mm (5” x 7”) premium kraft

[ ]  133mm x 184mm (5” x 7”) premium white

[ ]  Other Envelope required

Please explain Click or tap here to enter text.

**Quantity required?**  Click or tap here to enter text.

 \*Christmas Card requirements

 [ ]  Variety

 [ ]  Other Christmas Cards required

 Please explain Click or tap here to enter text.

 **Quantity required?** Click or tap here to enter text.

 \*Laser Cut Outer requirements

 [ ]  LCAW15

 [ ]  LCBFW15

 [ ]  LCFI15

 [ ]  LCFP15

 [ ]  LCFR15

 [ ]  LCFW15

 [ ]  LCLH15

 [ ]  LCSH15

 [ ]  LCTI12

 [ ]  LCTP12

**Quantity required?** Click or tap here to enter text.

\*Tags

 [ ]  2cm x 4cm kraft scallop

 [ ]  2cm x 4cm white scallop

 [ ]  3cm x 5cm kraft scallop

 [ ]  4cm x 7cm kraft scallop

 [ ]  4.5cm x 9.5cm kraft scallop

 **Quantity required?** Click or tap here to enter text.

 \*Bookmarks

 [ ]  5cm x 14cm kraft, branch/flower embellishment

 [ ]  5cm x 14cm cream, branch/flower embellishment

 [ ]  5cm x 14cm white, flower embellishment

 [ ]  5cm x 15cm fine and delicate wood with tree and birds

 **Quantity required?** Click or tap here to enter text.

\*Twine

 [ ]  Natural

 **Is there other stationery which you require, that has not been previously mentioned?**

 [ ]  Yes

 Please describe Click or tap here to enter text.

 Quantity required Click or tap here to enter text.

 [ ]  No

**3. WHERE WOULD YOU LIKE YOUR HANDWRITTEN PROJECT TO BE MAILED TO?**

 [ ]  BACK TO ME

 [ ]  TO EACH RECIPIENT/S

 **Which Australia Post service would you like to use?**

 ☐ Standard (Regular) Service

☐ Express Post

[ ]  OTHER

Please explain Click or tap here to enter text.

**4. IS THIS A ‘ONE-TIME’ HANDWRITING PROJECT, OR WILL IT BE ONGOING (REGULAR)?**

[ ]  ONE-TIME (go to question 6)

[ ]  ONGOING

**5. IF YOU CHECKED ‘ONGOING’ AT QUESTION 4, HOW OFTEN WOULD YOU LIKE YOUR HANDWRITTEN PROJECT TO BE POSTED OUT?**

 [ ]  WEEKLY

[ ]  FORTNIGHTLY

[ ]  MONTHLY

 [ ]  OTHER – please explain Click or tap here to enter text.

**How many would you require each time?** Click or tap here to enter text.

**6. WHICH HANDWRITING STYLE WOULD YOU PREFER? PLEASE VISIT THE** [**WEBSITE**](https://www.handwrittensolutions.com.au/handwriting-styles) **FOR EXAMPLES.**

 [ ]  EVERYDAY

[ ]  CAREFREE

[ ]  BLOCKY

[ ]  CURSIVELY

[ ]  FANCY (not for letters, etc that have a lot of words)

 [ ]  OTHER - please describe here or provide link Click or tap here to enter text.

\* Please Note: Sally’s personal handwriting styles may not always be available depending on the amount you need and her availability.

**7. WRITING IMPLEMENT AND COLOUR?**

 [ ]  PEN [ ]  Black

 [ ]  Blue

 [ ]  Red

 [ ]  Pink

 [ ]  Sky Blue

 [ ]  Purple

 [ ]  METALLIC MARKER [ ]  Gold

 [ ]  Bronze

 [ ]  Silver

 [ ]  OTHER – please explain Click or tap here to enter text.

Thank you very much for taking the time to fill this form in. The more details that you provide, the more accurate your quote will be.

If I need more information I will contact you.

In the meantime, if you have any further questions or would like to know more, please don’t hesitate to contact Sally by phone on 0423 632 804, or alternatively by email at sally@handwrittensolutions.com.au.