**Estimate & Timeline**

01/03/2024

**24-YUIT-XXX JOB NUMBER AND NAME**

**Scope:**

The scope encompasses the supervision, design, and XXXXXXXXXXXX

|  |  |
| --- | --- |
| **DESCRIPTION** | **AMOUNT** |
| Account Management and Coordination   * Communication with client and internal team, manage and coordinate edits and comments * Management of budged and timeline | $1,500 |
| Art Direction   * Design and layout of XXXXXXX * This will encompass cover design, header, footers, tables and graphics, as well as the inclusion of images all aligned with client’s branding and services * Export final files print ready files and final digital PDFs for client | $5,850 |
| **TOTAL** | **$7,350** |

**Timeline:**

|  |  |  |
| --- | --- | --- |
| **DATE** | **DESCRIPTION** | **TEAM** |
| Jan. 8 | Kick off meeting | Yuit |
| Jan. 8-12 | Photography assets and samples of previous annual reports and annual materials to Yuit | Yuit |
| Jan. 15-26 | Development of concepts and themes for this year’s annual report | Yuit |
| Jan. 29 | Presentation of concepts and themes to cleint | Yuit |
| Feb. 5 – 9 | Feedback of concepts and selection of themes | Yuit |
| Feb. 12 | Final concept approved | Yuit |
| March 4-8 | Consolidated Financials due to Yuit | Yuit |
| March 11-29 | Edits and final revisions | Yuit |

**Disclaimer 1:**

*Please keep in mind that any additional time beyond the scope will be subject to charges at our hourly rate. YUIT Communications will notify you in advance if we approach the budget limit. We are committed to never charging your account without your explicit permission or prior discussion. Open communication and transparency are fundamental values that guide our organization.*

**Disclaimer 2:**

*Estimate includes 3-4 rounds of edits. Please keep in mind that any additional edits beyond the included rounds will be subject to charges at our hourly rate. YUIT Communications will notify you in advance if we approach the budget limit. We are committed to never charging your account without your explicit permission or prior discussion. Open communication and transparency are fundamental values that guide our organization.*