



# STATE OF INDIANA

VENDOR NAME

BUDGET QUOTATION SHEET

2019

Program/Project/Campaign:

Date:

Submitted to: (State Agency) \_\_\_\_\_ Quote #: \_\_\_\_\_

Agency Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Vendor Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

This Budget Quotation Sheet shall be used for all quotes provided to State Agencies under this contract. If line is not applicable, mark as N/A.

**TOTAL QUOTE:** \_\_\_\_\_ (Total Quote should equal Total Quote from end of document)

Please enter any other applicable hourly rates in the space provided at the end of the table.

## LABOR COSTS

	Job Title	Contractual Hourly Rate	Hours Allocated to Job	Extended Cost
1.	Partner			
2.	President			
3.	Comptroller/Accounting Manager			
4.	Account Director/Supervisor			
5.	Account Executive			
6.	Account Manager			
7.	Project Manager			
8.	Creative Director/Copy			

9.	<b>Creative Director/Art</b>			
10.	<b>Senior Art Director</b>			
11.	<b>Art Director</b>			
12.	<b>Senior Copywriter</b>			
13.	<b>Junior Copywriter</b>			
14.	<b>Production Director/Print</b>			
15.	<b>Production Director/Art</b>			
16.	<b>Production Director/Media</b>			
17.	<b>Producer</b>			
18.	<b>Researcher</b>			
19.	<b>Studio Manager</b>			
20.	<b>Media Planner</b>			
21.	<b>Interactive Specialist (Web – DVD)</b>			
22.	<b>Web-Traffic Analyst</b>			
23.	<b>Administrative Assistant</b>			
24.	<b>Clerical</b>			
25.	<b>Graphic Designer</b>			
26.	<b>Photographer</b>			
27.	<b>Videographer</b>			

			<b>CREATIVE LABOR QUOTE:</b>	

**MEDIA BUY COSTS (IF APPLICABLE)**

Please enter the total media buy quote determined in response to the Media Brief submitted by the state agency. This quote should be inclusive of % markup and trafficking fee (if applicable), and another other fees.

**MEDIA BUY QUOTE:** \_\_\_\_\_

**PASS THROUGH COSTS: NON-MEDIA PLACEMENT (Non-Labor)**

ITEM	COST
<b>PASS THROUGH QUOTE:</b>	

CREATIVE LABOR QUOTE: \_\_\_\_\_

MEDIA BUY QUOTE: \_\_\_\_\_

PASS THROUGH QUOTE: \_\_\_\_\_

**TOTAL QUOTE:** \_\_\_\_\_

\*This form is the minimum information required for quotes. Agencies may request more budget summary data and documents upon request. All quotes must be numbered.