

## QUOTATION

Date: 6<sup>th</sup> August 2023

Sam Heynes  
Cuckfield Parish Council,  
Queens Hall,  
High Street,  
Cuckfield, Haywards Heath  
West Sussex, RH17 5EL

### Artwork for Cuckfield Location Maps

#### PHASE ONE - Description of Work

Understanding the brief and assembling various parts of the master map layout to incorporate the eight panels with images and text to fit.

Draw in/label new roads at Hanlye Lane.

Research and place names of missing roads into map: Charles Peel Place, Webster Cottages and Burrell Cottages.

Draw in twittens and add names.

Create tree designs for woods and orchard.

High-Resolution (HR) Line Drawings: Queen's Hall; Cuckfield Tennis Club; Rugby Club; Cuckfield Golf Club; Bones; Holy Trinity Church; Cricket Club.

Find Warden Park Logo and place in map.

Create compass.

Add QR Codes.

Submission to council of Draft 1 (in low resolution format to facilitate amendments); Submission of Draft 2 and then Draft 3: additional amendments made each time following further instructions from Andrew.

## PHASE TWO - Description of Work

1. Meet with Sam Heynes to discuss any further amendments following the meeting in September.
2. Make amendments which result from meeting with Sam together with those detailed below.
3. Send a low-resolution draft of the map for approval before recreating the master map to high-resolution in the final dimensions.
4. Recreate the maps in high resolution and in the full dimensions.
5. Prepare print ready files, amended for each location ('You are here'), in pdf press format, including printer's marks, if required.

### Amendments

Add Buttinghill site: (please can you provide skeleton details of this)

Horsefield Green: Reduce the size of the orchard and remove fruit trees to the left.

Amend name from Community Orchard to Horsefield Green. Add pond (please can you provide skeleton details of shape, size and positioning of pond).

'Queen's Hall' amend to *Parish Council offices*.

Warden Park Academy: Increase size of Warden Park logo; Create a high-resolution (HR) line drawing of Warden Park Secondary Academy.

Holy Trinity School: Look for and add the Holy Trinity School logo. Create a HR line drawing of Holy Trinity School.

Add Cuckfield Cosmos. (Would you like me to create a HR line drawing to represent football?)

Create a HR line drawing of the skate bowl.

Create a HR line drawing of Ockenden Manor.

Create a HR line drawing of the Baptist Church.

Replace the Cuckfield Flag with the Cuckfield Parish Council logo (Please can you provide a HR file in TIFF or PDF format.)

Move the QR codes to the bottom of the map, one each side - and alter the background colours to those in your palette.

Add the 'You are Here' sections once the locations for the maps have been decided.

**Colours:**

Replace the main road highlights with one of the colours from your palette; Use the green colour for the border; Amend the twittens to the green colour. Amend the compass colours to reflect your colour choices. Amend the colours in other areas also to match your Cuckfield PC Brand Colours:

61,185,189 Dk Blue  
214,236,237 Lt Blue,  
168,220,222 Mid Blue,  
165,189,109 Green,  
250,250,248 Off White

**Text:**

Enlarge the road names.  
Amend the font style to Arial.  
*Exact size and colour of fonts to be confirmed.*  
Remove all full-stops.

## My Fees

Costs for Work carried out for Phase One	£240.00
Estimated Costs for additional work as detailed in Phase Two – please note, if there are any major additional amendments, in addition to those already listed above - I may need to increase the costs slightly to reflect the extra time I will need to spend. However, we can discuss this before I carry out any work, to make sure you are happy with my costs.	£400.00
<b>Total Cost for Map</b>	<b>£640.00</b>

**Please note there is no VAT applicable.**

For the additional line drawings, please can you provide photographs showing the angle/view of the buildings you'd like me to create.

I look forward to hearing from you when you are ready to meet to discuss 'Phase Two' in more detail, assuming you are happy with my estimate of costs for this part.