Please provide as much detail as possible and one of the team will be in touch to discuss your requirements further.

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| **Date:** |  |
| **Contact Name:** |  |
| **Contact Details (email/phone):** |  |
| **Name of Project:** |  |
| **Deadline:** |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **What would you like us to produce?**  Please explain what you want to achieve and what outputs you think may come from the project e.g. if you would like us to build a course, website, or interactive or produce promotional or research materials (web or printed) or if you have an idea you would like us to help you develop. Please indicate using the boxes below and include as much detail as you can. | | | | | | | |
|  | Bid for new work |  | Communications material |  | Report or publication |  | Promotional materials (print or web based) |
|  | Module repurposing |  | OER production |  | Stationery or other internal staff items |  | Database development |
|  | Website (new or maintenance) |  | Exhibitions |  | Student facing materials |  | Ceremonies |
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| **Is the product for a particular event or audience?**  This will help us with planning and prioritisation |
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| **Do you know how much budget you have to spend?**  This is helpful to ascertain the number of hours of a developer’s time or make a decision about quality of printed materials or merchandise. However, we can provide an estimated cost if you do not know how much budget you have for your requirements. |
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| **Any other useful information about your project** |
|  |

Thank you for your enquiry – please return this form to the Corporate and Commercial team [Corporate-Commercial@open.ac.uk](mailto:Corporate-Commercial@open.ac.uk)