

Quotation

**To: India Cocking
Leicestershire County Council**

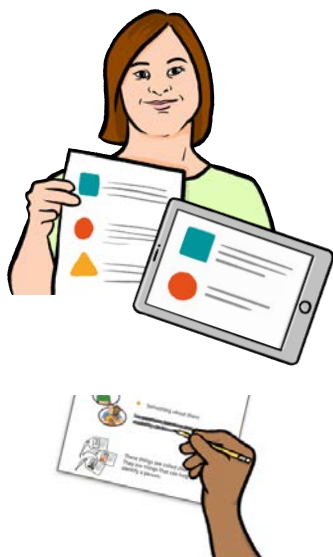
Vat No: 945 9431 89
Company Registration: 06801518

Quote No: 2090
Friday, 14 May 2021

Item	£
Easy Read version of Short breaks Consultation Background	340
Net Total	340
Vat 20%	68
Total	408

Timescale

The number of working days to complete first draft:	4
The earliest we could start is:	18 May
This means that you could have the first draft by:	21 May



We will provide your Easy Read as a printable & **web-accessible** PDF.

Web-accessible means it is compatible with screen readers etc and meets the new [WCAG accessibility regulations](#).

We include up to 3 rounds of amendments with your quote. We will aim to make any changes within 24 hours.



Recent examples

We have recently produced Easy Read information for:

- The United Nations
- The UK and Irish Government
- NHS England and Wales
- Other health and care services
- Highways England, ORR and other national bodies
- The BBC and other national organisations
- Regional and local councils
- Charities and voluntary organisations
- The British Council and other arts organisations.

[Click here to see examples](#)



Checking our work with people with learning disabilities

We work closely with Liverpool Mencap. Their 'Easy Read Experts' - a group of members with learning disabilities - independently check some of our work. Many organisations would rather check the work with their own service user group so we offer this as an extra service.

If you would like members from Liverpool Mencap to check your document, there will be an additional charge of £125 (+VAT), per document.



**This face is
FS Me Bold.
Designed for
legibility**



**photo
symbols®
shutterstock®**



Text

Text will use easy words. If it is necessary to use any difficult words or jargon, they will be explained.

The Easy Read will be a summary of information, covering all the important points.

Complex information will be simplified. Sentences will be short. Paragraphs will mostly contain only one sentence.

Font

We use the **FS Me** font. It was designed specially for people with learning disabilities but we can work with any other font that you prefer.

We usually use 18pt. for basic text.

Pictures

We generally use our own illustrations. These are custom drawn by our in-house illustrator and were developed with our local Mencap group.

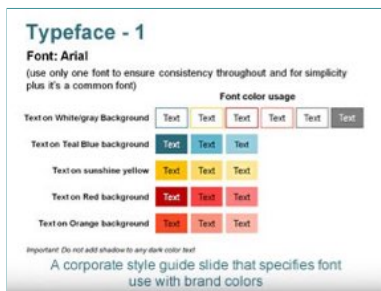
We can also use photo images from Photosymbols and other stock photo agencies.

If you have your own images, we're happy to use those if you wish.

The quotation does not include any images that you ask us to source from any other commercial Stock Photo Agency.

We aim to have one image for each paragraph. A paragraph is usually one sentence.

We choose images that are appropriate and illustrate the text. We also choose images that reflect the diversity of the local community.



Style guide

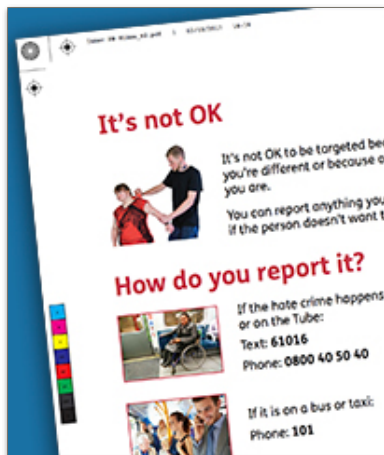
We are happy to make the Easy Read fit in with your corporate style guide. Please let us know before we start the work.

Print ready

Your quote includes a PDF that can be printed on any regular printer.

If you want to have your Easy Read document commercially printed, you may require a PDF with printer marks, crops and bleeds. We can set this up for an additional £50 (+VAT). Please let us know about this as soon as possible.

[Click here to see an example](#)



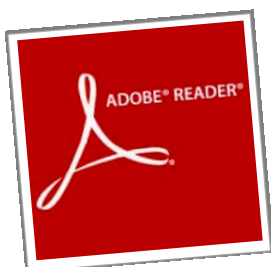
Interactive questionnaires

We can make questionnaires and forms interactive, with fillable fields. This means users can complete them on a computer and email them back to you.

Users will need to have the latest version of Acrobat Reader on their computer. We will include instructions about this within the Easy Read.

There will be an additional charge of £150 (+VAT) to produce an interactive version of your document.

[Click here to see an example](#)





Large print

We can also make large print versions of your information in plain English.

[Click here to see an example](#)



Confidentiality

We always keep clients' information private and confidential.



Payment terms

We issue an invoice when we send you the first draft of your Easy Read. We allow 30 days to settle the invoice.



For more information

Contact Kelvin Dobson on:

Email: **kelvin@easy-read-online.co.uk**

Telephone: **07930 760 868**