



Smoke Free WA Health System

Information for resource management 2008

To enable a smooth transition to smoke free environments within WA Health, all associated resources (stickers, brochures etc) have been provided free of charge in 2007. Management of the Smoke Free Policy will be an ongoing task for coordinators and working parties, and therefore resources will need to be funded by Area Health Services (AHS) in 2008.

The artwork for each of the resources has already been set up, and sits with the Marketing department. The only cost to Area Health Services will be printing, which will be minimal. As a guide, the costs for printing smoke free resources are: (please note, these prices are a guide only, costs may vary slightly, costs are ex GST)

HP#	Title	1000	2000	5000	10,000
10511	Smoke free WA Health: Advice for patients	\$465.00	\$466.00	\$507.00	\$651.00
10547	Smoke free WA Health: Info for employees	\$428.00	\$485.00	\$694.00	\$1,051.00
10092A	No smoking sticker DOH A4	\$798.00	\$1,589.50	\$2,897.00	
10092B	No smoking sticker DOH A5	\$558.00	\$1,074.50	\$1,713.00	
10092C	No smoking sticker WACHS A4	\$798.00	\$1,589.50	\$2,897.00	
10092D	No smoking sticker WACHS A5	\$558	\$1,074.50	\$1,713.00	

In order to sustain adequate levels of resources it is suggested that orders are placed for 5000 or more (1000 for stickers) which will not only reduce order frequency, but also lower the price of printing.

When placing orders you are required to fill in a Request For Production (RFP) form for each resource being ordered. RFP forms will give the marketing department all information required for printing. When completed RFP forms should be forwarded to Olivia Grida in the marketing department olivia.grida@health.wa.gov.au

For further information on the resources available or ordering contact Jason Wells at the Tobacco Control Branch, on (08) 9242 9623.

REQUEST FOR PRODUCTION

PLEASE SELECT PRODUCTION REQUEST/S

New Publication:

Revision:

Reprint Only:

Other (Please Specify Below):

Publications List:

PDF:

**PLEASE ATTACH PRINTED
SAMPLES TO FORM.**

Publication Title (or Task Required): _____

HP Number (if existing): _____

Delivery Deadline: _____

CLIENT DETAILS

EACH FIELD IS COMPULSORY.

Client Name: _____

Branch/Program: _____

Cost Centre: _____

Telephone: _____

Fax: _____

Invoice To: _____

Delivery To: _____

Instructions: _____

Campaign Resource? Yes or No Title of Campaign: _____

Target Audience: _____

Quantity: _____ Size: _____

Colours: _____ Fold: _____

Other Details: _____

I authorise Marketing and Communications to proceed with a purchase order once quotes have been approved.

Client Signature: _____ Date: 7/08/08

Marketing and Communications, Public Health. DOH Ground Floor C Block, 189 Royal Street, East Perth WA 6004.
Communications Coordinator Contact: Phone - 9222 2041