



October 26, 2011

CALL FOR QUOTES FOR DESIGN WORK

CONTRACT OVERVIEW

VISTA is a consortium of neighbourhood houses and immigrant serving agencies that work together to provide settlement services in Vancouver and Burnaby.

VISTA requires the services of a designer to create branding and templates for our communications materials, which will advertise the consortium's settlement and integration services for new immigrants. Target audiences include new immigrants as well as individuals and organizations that come in contact with new immigrants.

Materials required:

- a brand identity
- a colour brochure, 8.5" x 11" with a double fold, identifying VISTA's services and locations
- a 8.5" x 11" poster
- four advertisements (horizontal and vertical) suitable for newspaper or magazines
- A banner for public events

VISTA will provide the content and photos. The templates will belong to VISTA so that the consortium can update the materials as needed. It will also translate the brochure, poster and advertisements into other languages, using the templates.

APPLICATION PROCESS

Please respond to **Jennifer Gray-Grant, Executive Director**, by **Tuesday, November 8, 2011** with your resumé, a cover letter indicating your experience and your quote for this work to:

5288 Joyce Street, Vancouver, BC V5R 6C9

Email: cngan@cnh.bc.ca

Fax: 604-451-1191