

This document is Trade Show Services Status Report

It is part of the supporting assessment resources for Assessment Task 6 of BSBPMG532.

Email

To: Con Kafatos, Project Manager, CBSA
From: Bill Bixby, Booth, banners, fliers and more Trade Show Services
Date: 16 July 20XX
Subject: Trade Show Services Status Report

Good Morning Con

The print material production is progressing well. Thank you for providing the written content and the logos.

We have created the following:

- Brochures
- Flyers
- Advertising for the program guide
- Standee promotional items
- Virtual Booth design Mock-up

We have taken into consideration accessibility standards when creating the materials by including images with descriptions, using large 12point Serif fonts, aligning all content on the left, using plain English language.

I am concerned we haven't had final official approval of the booth design.

This could cause a significant delay to the project of up to two weeks if not signed off ASAP.

- Please send approval and any required feedback so we can progress.

Please note that an invoice of \$4,000 plus GST has been sent to you. This is the total amount for the project to date minus the \$1,000 deposit already paid.

Due to the inclusion of a large screen Computer in the Booth we will exceed the quote original quote of \$10,000 by \$1,000, taking the figure to by \$11,000.

- Could you please advise if the budget will be increased accordingly?

Thank you

Bill Bixby, Booth, banners, fliers and more Trade Show Services

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