

Branding Project Quotation

Date: _____

Quotation No.: _____

Client Name: _____

Prepared By: _____

Email: _____

Phone: _____

Project Overview

Scope of Work & Deliverables

- Brand Discovery & Research
- Logo Design
- Color Palette
- Typography Guidelines
- Brand Style Guide
- Other: _____

Project Timeline

Start Date: _____

Completion Date: _____

Quotation

Description	Qty	Unit Rate	Total
Brand Strategy Workshop	1	_____	_____
Logo Design Concepts	1	_____	_____
Brand Style Guide	1	_____	_____
Other: _____	—	_____	_____
Subtotal			_____
Tax (if applicable)			_____
Grand Total			_____

Payment Terms

Deposit: _____ % upon acceptance

Balance: upon completion and delivery of final files

Notes

- The quotation is valid for _____ days from the date of issue.
- All requested changes/revisions beyond the scope may result in additional charges.
- Final deliverables will be provided in agreed file formats.

Designer Signature & Date

Client Signature & Date