

[Creative Agency Name]

Quotation Document

Date: [dd/mm/yyyy]

Quote Number: [####]

Client Information

Client Name: [Client's Name]

Company: [Client's Company Name]

Address: [Client's Address]

Email: [Client's Email]

Phone: [Client's Phone]

Scope of Work

[Brief description of the project scope, deliverables, and objectives.]

Quotation Details

Description	Quantity	Unit Price	Amount
[Design Service Item 1]	[Qty]	[Unit Price]	[Amount]
[Design Service Item 2]	[Qty]	[Unit Price]	[Amount]
Subtotal			[Subtotal]
Tax ([%])			[Tax Amount]
Total			[Total Amount]

Terms & Conditions

[Outline key terms, payment schedule, valid until date, revision policy, etc.]

Please review and contact us for any clarification. Quotation is valid for [XX] days from the date stated above.

Authorized Signature

[Creative Agency Name]

Name: _____

Date: _____

Client Approval

[Client's Company Name]

Name: _____

Date: _____