

**GRAPHIX Studio**  
123 Creative Ave  
Design City, XY 10011  
Phone: (555) 555-1234  
Email: info@graphixstudio.com

**Quotation**

Quote No: \_\_\_\_\_  
Date: \_\_\_\_\_  
Valid Until: \_\_\_\_\_

**To:**  
[Client Name]  
[Company Name]  
[Client Address]  
[City, State ZIP]  
[Phone/Email]

**Project:** [Project Title or Description]  
**Prepared By:** [Designer Name]

Service Description	Quantity	Unit Price	Total
Logo Design	1	\$____	\$____
Brand Guidelines Booklet	1	\$____	\$____
Business Card Design	100	\$____	\$____
[Other Custom Service]	____	\$____	\$____

Subtotal \$\_\_\_\_  
Tax (\_\_\_\_%) \$\_\_\_\_  
**Total \$\_\_\_\_**

- Notes:**
- Payment terms: 50% upfront, 50% upon completion.
  - Payment method: Bank transfer, PayPal.
  - All designs include 2 rounds of revisions.
  - For additional requests, extra costs may apply.

\_\_\_\_\_  
Authorized Signature      Date: