

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: