

Creative Studio  
123 Design Lane  
City, Country  
+1 234 567 890

QUOTATION

Quotation No.  
#QTP-2024-001  
Date  
2024-06-25  
To  
Client Name  
Client Company  
client@email.com

Description	Qty	Unit Price	Amount
Logo Design	1	\$300.00	\$300.00
Brand Guidelines	1	\$200.00	\$200.00
Business Card Design	2	\$75.00	\$150.00
		Subtotal	\$650.00
		Tax (10%)	\$65.00
		Total	\$715.00

**Notes:** The above quotation is valid for 30 days. Payment terms: 50% upfront, balance upon completion.  
Turnaround time: 10 business days.

Thank you for your business!