

Graphic Designer Quotation

Designer:

[Your Name]
[Your Address Line 1]
[Your Address Line 2]
[Email Address]
[Phone Number]

Client:

[Client Name]
[Client Company (if any)]
[Client Address Line 1]
[Client Address Line 2]
[Client Email Address]

Quotation #: [0001]**Date:** [YYYY-MM-DD]**Valid Until:** [YYYY-MM-DD]

Project Summary

[Brief description of project scope and goals]

Quotation Details

Service / Description	Qty	Unit Price	Total
[Logo Design]	1	[\$\$\$]	[\$\$\$]
[Brand Guidelines]	1	[\$\$\$]	[\$\$\$]
[Marketing Materials - e.g., Brochure]	2	[\$\$\$]	[\$\$\$]
Subtotal			[\$\$\$]
Tax (if applicable)			[\$\$\$]
Total			[\$\$\$]

Payment Terms

[e.g., 50% deposit to begin, remaining 50% upon completion. Payment due within 14 days of invoice date.]

Notes:

[Add any notes, terms & conditions, revision policies, copyright information, or additional info relevant to the client.]

If you have any questions regarding this quotation, please contact [Your Name] at [Your Email] or [Your Phone Number].