

# Graphic Designer Quotation

<b>Designer:</b> [Your Name] [Your Address Line 1] [Your Address Line 2] [Email Address] [Phone Number]	<b>Client:</b> [Client Name] [Client Company (if any)] [Client Address Line 1] [Client Address Line 2] [Client Email Address]	<b>Quotation #:</b> [0001] <b>Date:</b> [YYYY-MM-DD] <b>Valid Until:</b> [YYYY-MM-DD]
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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].