

Graphic Design Quotation Sheet

Date

YYYY-MM-DD

Quotation No.

e.g. 2024-001

Client Details

Name/Company

Contact Person

Email

Phone

Address

Project Details

Project Description

Quotation

Service / Item	Qty	Unit Price	Subtotal
e.g. Logo Design			

Subtotal

Tax (%)

Total

Notes / Terms

Payment terms, project schedule, etc.

Prepared By

Approved By