

# Printing Quotation Template

To:

\_\_\_\_\_

Company:

\_\_\_\_\_

Contact Person:

\_\_\_\_\_

Date:

\_\_\_\_\_

Quotation No.:

\_\_\_\_\_

Valid Until:

\_\_\_\_\_

## Project Details

Description \_\_\_\_\_

Insert Size \_\_\_\_\_

Paper Type \_\_\_\_\_

Printing \_\_\_\_\_

Finishing \_\_\_\_\_

Packaging \_\_\_\_\_

## Quotation

Quantity	Unit Price	Total	Remarks
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Additional Notes / Requirements:

\_\_\_\_\_

Terms & Conditions:

- Prices are exclusive of taxes and shipping, unless stated otherwise.
- Lead time after final artwork confirmation: \_\_\_\_\_ days.
- Payment Terms: \_\_\_\_\_

**Authorized Signature**

\_\_\_\_\_  
**Customer Signature**

\_\_\_\_\_