

Printing Project Quotation Sheet

Quotation No: _____
Date: _____
Prepared By: _____
Valid Until: _____

Client Information

Company Name: _____
Contact Person: _____
Phone / Email: _____
Address: _____

Project Details

Project Name: _____
Description: _____

Quantity: _____
Size: _____
Pages: _____
Paper Stock: _____
Color: _____
Finishing: _____

Quotation Breakdown

Description	Unit Cost	Quantity	Subtotal
Printing	_____	_____	_____
Material	_____	_____	_____
Finishing	_____	_____	_____
Other	_____	_____	_____
Total			_____

Terms & Conditions

Prepared By

Date: _____
Approved By (Client)

Date: _____