

Professional Printing Estimate Sheet

Client Name

Date

Estimate #

Contact Person

Phone

Email

Job Details

Job/Project Name

Quantity

Size (Finished)

 e.g., A4, 8.5x11in

Pages

Stock/Paper Type

Color

Select

Finishing

 e.g., folding, binding

Proof Required

Select

Due Date

Special Instructions

Cost Estimate

Description	Unit Cost	Quantity	Total
Printing			
Paper/Stock			
Finishing			
Other			
Subtotal			
Tax			
Total Estimate			

Authorized Signature

Date