

# Quotation

## Standard Printing Service

1234 Avenue Road  
City, State ZIP  
Phone: (123) 456-7890  
Email: info@standardprinting.com

Quotation No: QTN-00123

Date: 2024-06-15

Valid until: 2024-07-15

### To:

Client Name  
Company Name  
5678 Client Street  
City, State ZIP  
Email: client@email.com

Description	Quantity	Unit Price	Total
A4 Brochure (Full Color, 150gms)	1,000	\$0.50	\$500.00
Business Cards (Double-sided)	500	\$0.20	\$100.00
Banner (2m x 1m)	2	\$60.00	\$120.00

### Terms & Conditions:

- Prices are valid for 30 days from date of quotation.
- Payment terms: 50% deposit, balance upon delivery.
- Production starts after final artwork approval.
- Delivery within 5-7 working days after confirmation.

For further information, please contact us.  
Thank you for your business!

Subtotal	\$720.00
Tax (10%)	\$72.00
<strong>Total</strong>	<strong>\$792.00</strong>