

Branding Design Project Quotation

Prepared For: [Client Name]

Date: [Date]

Project Overview

[Brief summary of branding project: objectives, deliverables, timeline]

Client Information

Client: [Client Name]

Company: [Client Company Name]

Email: [Client Email]

Phone: [Client Phone]

Address: [Client Address]

Quotation Details

Service	Description	Cost
Logo Design	Custom logo concepts and revisions	[Amount]
Brand Guidelines	Comprehensive brand style guide	[Amount]
Stationery Design	Business cards, letterheads, envelopes	[Amount]
Other	[Description]	[Amount]

Subtotal [Subtotal Amount]

Tax [Tax Amount]

Total [Total Amount]

Payment Terms

[Payment terms, e.g. 50% upfront, 50% upon completion. Accepted payment methods.]

Approval

By signing below, you agree to the terms outlined above.

Client Signature _____ Date _____

Notes:

[Additional notes or terms and conditions.]