

# 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.]