

Design Quotation

Date: ____ / ____ / ____
Quote #: ____

From:

Your Name / Studio
Address Line 1
Address Line 2
Email: your@email.com
Phone: (000) 000-0000

To:

Client Name
Company Name
Address Line 1
Address Line 2
Email: client@email.com

Services Quoted

Service / Description	Qty	Unit Price	Total
Logo Design	1	\$____	\$____
Brand Guidelines	1	\$____	\$____
Social Media Kit	1	\$____	\$____

Subtotal: \$____

Tax (____ %): \$____

Total: \$____

Notes:

- Quotation is valid for 30 days.
- Payment terms: 50% upfront, 50% upon completion.
- Work commences upon signed approval and deposit receipt.

Client Signature

Designer Signature
