GRAPHIC DESIGN QUOTE

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From (Your Business)

Name: _____

Address: _____

Phone: _____

Email: _____

Prepared For (Client)

Name: _____

Address: _____

Phone: _____

Email: _____

Quote #: _____ **Quote Date:** _____ **Valid Until:** _____ **Prepared By:** _____

Description	Qty	Rate	Amount
e.g. Logo design — 3 initial concepts	*1*	*$600.00*	
e.g. Brand style guide (colors, type, usage)	*1*	*$400.00*	
e.g. Additional revision rounds	*2*	*$75.00*	

Subtotal _____

Tax (%) _____

TOTAL _____

Notes / Payment Instructions

Tip: State the number of revision rounds included — unlimited-revision projects are where design profit dies.

Prefer auto-calculated totals? Create this quote free online at www.invoicepenguin.com — no sign-up required.