PRINTING 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. Business cards, 1,000, 16 pt matte, full color 2 sides	*1*	*$85.00*	
e.g. Flyers, 500, 8.5 x 11 in., 100 lb gloss text	*1*	*$140.00*	
e.g. Vinyl banner, 3 x 6 ft, hems and grommets	*1*	*$95.00*	
e.g. Artwork setup and file check	*1*	*$60.00*	
e.g. Shipping (per box)	*2*	*$19.00*	

Subtotal _____

Tax (%) _____

TOTAL _____

Notes / Payment Instructions

Tip: Spell out quantity, size, paper, colors and finishing, show a second quantity, list proofs and setup, and state the overs and unders policy and turnaround from approved proof.

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