QUOTE

[Your Business Name]
[Street address]
[City, State ZIP]
[email@yourbusiness.com]
[(555) 555-0123]

PREPARED FOR

[Client Name]
[Street address]
[City, State ZIP]
[client@email.com]

Quote number:	Q-0001
Date:	10/27/2026
Valid until:	11/26/2026
Project:	[Brand refresh]

SERVICE	UNIT PRICE	QUANTITY	AMOUNT
Discovery and moodboard	$400.00	1	**$400.00**
Logo design 3 concepts, 1 refined	$1,800.00	1	**$1,800.00**
Brand guidelines Colors, type, usage	$900.00	1	**$900.00**
Business card and letterhead Print-ready files	$350.00	1	**$350.00**

NOTES/MEMO

Includes 2 revision rounds per deliverable; extra rounds $85/h. 50% deposit to start. Rights transfer on full payment.

Subtotal:	$3,450.00
Total:	**$3,450.00**