

PROJECT QUOTE

Quote No.: FQ-0001

Date: [DD/MM/YYYY]

Valid until: [DD/MM/YYYY]

[Your Business Name]

[Street address, City, Postcode]

[Email] · [Phone]

PREPARED FOR

[Client Name]

[Company]

Project: [Name] Timeline: [X] weeks Revisions included: [2] rounds

[illegible]

TERMS & NOTES

Work starts after the deposit is received. Extra revisions are billed at the hourly rate.

Final files are delivered after the balance is paid.

DEPOSIT

Deposit due on acceptance: [50]% of total = [0.00]

OPTIONAL EXTRAS (NOT INCLUDED IN THE TOTAL)

[Extra revision round]: [3] hours x [60.00] = [180.00]

[Rush delivery, 1 week sooner]: [0.00]

ACCEPTANCE

Accepted by: _____

Signature: _____ Date: _____