
3. Client Estimate/Quotation

[client ltd]

[address]

[requested by]

Date

Date required

Quote #

Re

Please read

Prices are subject to change as additional information is supplied.
This estimate is valid for 30 days from the date indicated.

- For details, see attached Client/Design Brief
 - For details, see attached Printing Purchase Order
-

Requirements

Specifications/Description

Estimate

\$

Sub-total

\$

[tax]

\$

Total

\$

Payment terms

One third [\$] invoiced immediately

Two thirds [\$] invoiced at project delivery

Past due accounts are subject to a late payment charge.

[designer inc] reserves the right to withhold shipments to customers that do not meet these terms.

Thank you for the opportunity to submit this estimate. We look forward to working with you.
