Your Logo

Company Name:  
Address:  
Email:  
Contact Number:

Quotation

|  |  |
| --- | --- |
| Quote Number: 01234 | Date: July 21st 2020 |
| Company Name: | Contact Person: John Smith |
| Project Title: Template Design | Total Cost: $250 |

**Services:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Descriptions | Unit Price | Quantity | Price |
| Template Design | Creation of a new power point template with company branding | $250 | 1 | $250 |
|  |  |  |  |  |
|  |  |  | **Total** | **$250** |

Thank you for the opportunity to provide a quote. We hope to be able to work together soon. Feel free to reach out with any questions.

Sincerely,

[Name]

Graphic Designer

Company name