Logo

Company Name/ Freelancer 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 |

Pitch your services here.

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

Thank you very much for giving us the opportunity to provide a quote. We hope to be able to work together soon. If you have questions, feel free to contact us at \_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

[Name]

Graphic Designer

Company name

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