

[YOUR SHOP NAME]

Street address · City, Province/State · Phone · email@yourshop.com

QUOTE

Quote # _____

Date _____

Valid for 30 days

QUOTED TO

Name
Company
Phone / Email

JOB

Job name / PO #
Install address (if any)
Requested date

ITEM & SPECIFICATIONS	SIZE	QTY	UNIT	AMOUNT
Example: 4mm coroplast yard sign, printed 1 side Substrate · vinyl/print spec · finishing (grommets, hems, stakes)	24 × 36 in	25	\$18.00	\$450.00

Subtotal	\$ _____
Setup / design	\$ _____
Installation	\$ _____
Tax	\$ _____
Total	\$ _____

TERMS

50% deposit to begin production; balance due on completion.
Production begins after written proof approval.
Quote valid 30 days; material prices subject to change after.

NOTES

Accepted by (signature)

Date