

ESTIMATE / INVOICE

[Studio Name]
[Business Address]

Date: [00/00/0000]
Number: [#0001]

CLIENT

[Client Name]
[Client Company]
[Client Email]

PROJECT

[Project Title / Campaign Name]
[Estimated Delivery Date]

DESCRIPTION OF SERVICES	QTY	RATE	AMOUNT
Brochure Design Trifold layout, 2 rounds of revisions	1	\$0.00	\$0.00
Social Media Templates Set of 5 unique Instagram/LinkedIn layouts	5	\$0.00	\$0.00
Print Production Management Pre-flight check and printer coordination	1	\$0.00	\$0.00
Subtotal \$0.00			
Tax (0%) \$0.00			
Total \$0.00			

TERMS & NOTES

This is a formal estimate for graphic design services. Final pricing may vary based on changes to project scope. A 50% deposit is required before work commences. All original source files remain the property of [Studio Name] until full payment is received.