

# YOUR LOGO

## ESTIMATE #XXXX

**Estimate  
For**

Client Name  
Client Address

**Estimate  
From**

Your Name  
Your Address

<b>Service</b>	<b>Hours @ \$XX/hr.</b>	<b>Totals</b>
Branding ( <i>Logo, typography, color palette, simple 1-2 page style guide</i> )	40 - 50	\$XXX - XXX
Invitation ( <i>4" X 6", Folding</i> )	7	\$XXX
Initial Newsletter ( <i>4 page</i> )	18	\$XXX
Subsequent Newsletters ( <i>2</i> )	20 (10 each)	\$XXX
Initial Brochure ( <i>Bifold</i> )	10	\$XXX
Subsequent Brochures ( <i>2</i> )	14 (7 each)	\$XXX
Display ( <i>36" X 72", Vertical, Retractable</i> )	14	\$XXX
Display ( <i>5' X 5', Tabletop</i> )	8	\$XXX
Annual Report ( <i>24 Page; Does not include charts or detailed copy. Final estimate to be prepared once all content is observed</i> )	60-80	\$XXX - \$XXX

**APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_**

*A signed estimate is required prior to beginning of work. This estimate includes only the items listed above. This estimate is based on experience with similar projects and anticipated needs as discussed. If time or number of changes exceed the estimate during the midst of the project, I will let you know before continuing.*

*This estimate includes up to 2 concepts for each project with 2 rounds of revisions for the selected concept. Additional rounds of revisions will be billed at \$XX/hour. This estimate does not include stock photography, paper and printing, shipping or miscellaneous charges that might occur to complete the project.*