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### 3. Client Estimate/Quotation

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[client ltd]

**Date**

[address]

**Date required**

[requested by]

**Quote #**

**Re**

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**Please read**

Prices are subject to change as additional information is supplied.

This estimate is valid for 30 days from the date indicated.

- For details, see attached Client/Design Brief
  - For details, see attached Printing Purchase Order
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**Requirements**

Specifications/Description

Estimate

\$

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Sub-total

\$

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[tax]

\$

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**Total**

\$

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**Payment terms**

One third [\$ ] invoiced immediately

Two thirds [\$ ] invoiced at project delivery

Past due accounts are subject to a late payment charge.

[designer inc] reserves the right to withhold shipments to customers that do not meet these terms.

Thank you for the opportunity to submit this estimate. We look forward to working with you.

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