**BRANDING QUOTATION**

**Quotation #** : [SPECIFY QUOTATION NUMBER]

**Date** : [SPECIFY DATE OF ISSUANCE]

**Expiry Date :** [SPECIFY EXPIRY DATE]

**From:**

**COMPANY NAME :** [SPECIFY COMPANY NAME]

**ADDRESS :** [SPECIFY COMPANY ADDRESS]

**PHONE NUMBER :** [SPECIFY COMPANY CONTACT DETAILS]

**FAX :** [SPECIFY FAX NUMBER]

**To:**

**COMPANY NAME :** [SPECIFY COMPANY NAME]

**ADDRESS :** [SPECIFY COMPANY ADDRESS]

**PHONE NUMBER :** [SPECIFY COMPANY CONTACT DETAILS]

**FAX :** [SPECIFY FAX NUMBER]

Dear Customer A,

I hope this letter finds you well. I am [SPECIFY AUTHORIZED REPRESENTATIVE’S NAME], the [SPECIFIC JOB TITLE] of [SPECIFY COMPANY NAME], writing you this letter with an attached branding quotation in response to our previous conversation which transpired on [SPECIFIC DATE].

Our company [SPECIFY COMPANY NAME] has been providing technical support and help for businesses in need of branding. We do brand development and management services. The company has been in the business for over [SPECIFY NUMBER OF YEARS] years. You can surely rely and trust our company for it is composed of talented, competent, passionate, and expert individuals. We will help you build, develop, and streamline your brand. Enclosed in this document are our proposed terms and conditions. If you have further questions, do not hesitate to reach us by using this contact number [SPECIFY NUMBER] or email us at [SPECIFY EMAIL ADDRESS].

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| **WORK DETAILS:** 1. **WORK VENUE:** [SPECIFY PLACE OF WORK]
2. **START DATE:** [SPECIFY START DATE]
3. **TARGET COMPLETION DATE:** [SPECIFY TARGET DATE OF COMPLETION]
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| --- | --- | --- | --- | --- |
| **BRAND ACTIVITIES** | **PRICE PER HOUR, PER PERSON** | **TOTAL WORK HOURS** | **NO. OF DESIGNERS** | **TOTAL** |
| Research and on-site work | Rs.0.00 | XX | XX | Rs.0.00 |
| Initial design presentation  | Rs.0.00 | XX | XX | Rs.0.00 |
| Regular Consultations | Rs.0.00 | XX | XX | Rs.0.00 |
| Building the brand’s online platforms | Rs.0.00 | XX | XX | Rs.0.00 |
| **TOTAL:**  | Rs.0.00 |

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| **PAYMENT TERMS AND CONDITIONS:** If you find the terms and conditions of this quotation sufficient, and you agree to avail of our services, please comply with the following payment terms and conditions: 1. Fifty percent (50%) of the total price must be paid upon the signing of the contract.
2. The rest of the 50% must be paid upon the completion of the agreed services.
3. Payments must be made in cash or bank transfer, which we will be sharing upon contract signing.
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**NOTE:** For further information and additional concerns, you may reach us by using the provided company information above. Thank you for doing business with [SPECIFY YOUR COMPANY NAME]