

## Requirements:

- You are looking for **a new logo** to promote your business, ensuring that:
  - Your business name '*BUSINESS NAME*' is included within the logo
  - Your slogan '*BUSINESS SLOGAN*' to be included within the logo
  - The design is sleek, crisp, clear and professional
  - The logo makes it clear what it is that you offer which is '*YOU THEN EXPLAIN WHAT THEY DO HERE*'
  - Colours to consists of '*LIST THE COLOURS THE CLIENT WANTS*'

I hope I have fully understood what it is you are looking for, but please let me know if I have missed anything or misinterpreted something.

Therefore, my quotation is as follows (I have also added a simple PDF quote for you too):

### **Logo - £00.00**

(one-off cost, paid as 50% up front deposit with the remainder due on completion)

I will create '**X**' designs for you. I will then send these over to you for you to take a look at. Once you have picked your favourite one, if you would like any changes made, I offer '**X**' revisions free of charge, but if any revisions after the initial '**X**' are wanted, I charge an extra £00.00 per revision.

# Project Deliverables

From Inkspiration by Gabrielle

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Client Name

You will receive the finished logo as a PNG, JPEG and PDF file format. If you require any other file formats, please get in touch and I can sort this for you.

## **What I will need from you:**

Once you have accepted my proposal and paid a deposit, I will need the following from you:

Any icons/photos that have seen that you like, and would like to be incorporated or considered within your logo design.

I hope the above is to your satisfaction, but I would be happy to discuss this in more detail should you need further information or clarification. If you are happy to proceed, then please let me know.

My business bank account details are as follows:

Bank: *YOUR BANK NAME*

Account name: *YOUR NAME*

Account number: *00000000*

Sort code: *00-00-00*

Many thanks again for giving me the opportunity to quote and hopefully work with you on this exciting project, and being part of your *BUSINESS NAME* journey.

In the meantime, I hope you have a great week ahead and I look forward to hearing from you, Kind regards, *YOUR NAME*.