

Quote Checklist: What to Include in a Quote

Your Business Information

- ☐ Business name (e.g., Digital Log Studio)
- ☐ Contact details (email, phone)
- ☐ Logo (optional)

Client Information

- ☐ Client's name or business (e.g., Hanna's Cafe)
- ☐ Client's contact details (if available)

Quote Number and Date

- ☐ Unique quote number (e.g., "Q-2025-001")
- ☐ Issue date
- ☐ Validity period (e.g., 30 days)

Detailed Scope of Work

- ☐ Services/products (e.g., "Website with 3 pages")
- ☐ Quantity/hours (e.g., "8 hours of design")
- ☐ Deliverables (e.g., "2 logo designs")

Estimated Cost

- ☐ Itemized costs (e.g., "Design: \$800")
- ☐ Total amount (e.g., "\$1,200")
- ☐ Taxes (e.g., HST in Canada)

Payment Terms

- ☐ Schedule (e.g., "50% upfront")
- ☐ Methods (e.g., bank transfer, PayPal)
- ☐ Due dates (e.g., "14 days after invoice")

Terms and Conditions

- ☐ Revisions (e.g., "1 revision round")
- ☐ Timeline (e.g., "3 weeks")
- ☐ Cancellation policy

A Personal Note

- ☐ Thank you (e.g., "Thank you for choosing us!")
- ☐ Next steps (e.g., "Please reply to confirm")