Screen printing quote

Fill it in on screen, or print and complete by hand.

FROM — YOUR SHOP

Shop

Address

Phone

Email

QUOTE DETAILS

Quote #

Date

Valid until

Prepared by

BILL TO — CUSTOMER

Name

Company

Address

Email

SHIP TO / DELIVERY

Ship to

Address

Method

Need by

LINE ITEMS

DESCRIPTION / GARMENT	QTY	SIZES (S-M-L-XL...)	DECORATION	UNIT	TOTAL

NOTES

Subtotal

Setup / screens

Shipping

Tax

TOTAL

Deposit due

Balance

Terms & approval

Standard terms you can edit to match how your shop works.

1 Pricing & validity

Prices are in USD and based on the specifications in this quote.
This quote is valid for 30 days from the date above.

2 Artwork & proofs

Production begins after you approve a written proof.
Changes after approval may affect price and turnaround.

3 Turnaround

Standard turnaround: _____ business days after proof approval and deposit.
Rush options may be available — ask your rep.

4 Payment & deposit

A _____ deposit is required to start production.
The balance is due before pickup or shipment.

5 Changes & cancellations

Quantity and garment changes are accepted before production starts.
Once garments are ordered or printing begins, changes may incur cost.

APPROVAL

Signing below authorizes production as quoted.

Signature _____ Date _____

Printed name _____ PO # (opt.) _____

Questions about this quote? Start a free Printavo trial at www.printavo.com/users/sign_up