**Quote for Work**

**To:** Tom Smith, Smith Coffee Shop

**Date:** August 25, 2014

**From:**  Anne Johnson

 123 Main Street

 Anytown, USA 01234

 555-555-5555

 emailaddress@email.com

**Project:** Company Rebranding

**Services:**

***Copywriting (provided by Anne Johnson)\****

Copy for five new window signs $XX

Copy for three brochures $XX

Copy for five-email campaign $XX

**Copywriting Total $XX**

***Design (provided by Tim Stevens)\****

Design for five new window signs $XX

Design for three brochures $XX

Design for five-email campaign $XX

**Design Total: $XX**

**Project Total $XX**

**Thank you!**

\*Please note that payment for design and copywriting must be made to Anne Johnson and Tim Stevens individually