

Printing Services Proposal Template Example

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Printing Proposal

Positive Charge

11/14/20XX

About Us

Company Overview	At Prints Charming, Inc., we specialize in bringing your ideas to life through exceptional printed materials. From business cards and brochures to large-scale banners, we add a touch of "magic" to each of our printing projects.
Experience and Expertise	With over 15 years of experience and a remarkable collection of enchanted printers, we've helped businesses of all sizes create captivating, high-quality printed materials.
Core Values	Our commitment to precision, creativity, and even a touch of humor (yes, we said it!) ensures a delightful printing experience every time.

Scope of Services

Printing Needs	Positive Charge requires printed materials for their upcoming marketing campaigns, including brochures, business cards, and large posters to promote their EV-charging stations.
Volume and Specifications	<ul style="list-style-type: none">• Brochures: 500 tri-fold, full-color prints on 100lb glossy paper.• Business Cards: 250 double-sided cards with a matte finish.• Posters: 20 large-format (24"x36") prints with a satin finish.
Timeline	Deliver all materials within 10 business days.
Additional Details	Incorporate Positive Charge's brand colors and logo, ensuring consistency across all designs.

Client Requirements

Project Goals	Create visually striking and professional marketing materials to effectively promote Positive Charge's EV-charging solutions.
File Submissions	Submit all design files in PDF format with a 0.125-inch bleed for print accuracy.
Delivery Preferences	Deliver all materials to Positive Charge's headquarters at 123 Electric Avenue, Portland, OR.

Service Plan

Printing Process	<ul style="list-style-type: none">• Pre-Press Checks: Ensure color accuracy and layout alignment.• Proof Approval: Proofs will be provided for review and approval before full production.• Eco-Friendly Printing: High-speed digital printers will handle the job with a focus on minimizing waste.
Quality Assurance	Each batch will undergo thorough inspections to ensure excellence, right down to the final glossy edge.
Customization Options	Positive Charge may choose foil stamping on the business cards for an additional \$50 setup fee.

Pricing

Description	Unit Cost	Quantity	Total Cost
Business Cards	\$25 per pack	1 pack	\$25
Brochures (tri-fold, 500)	0.75 per pack	500 pieces	\$375
Large Posters (24x36)	\$15 per poster	20 posters	\$300
Proofing and Adjustments	\$50 flat rate	-	\$50
Delivery	\$50 flat rate	-	\$50
Total Estimated Cost			\$800

Terms and Conditions

Payment Terms	A 50% deposit (\$400) is required upon signing the agreement, with the remaining balance due upon delivery.
Project Timeline	Production will begin upon approval of proofs, and delivery is estimated within 10 business days.
Cancellation Policy	Cancellations made before production starts are eligible for a full refund of the deposit.

Client Acknowledgement

Name	
Signature	
Date	

Additional Notes or Attachments

Attachments include proof samples for approval and a color-matching guide to ensure branding consistency.

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Use this section for any supplementary materials, such as mockups, sample designs, or terms addenda.

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