**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12274&utm_source=template-word&utm_medium=content&utm_campaign=Printing+Services+Proposal-word-12274&lpa=Printing+Services+Proposal+word+12274)Printing Services   
Proposal Template Example**

**Printing Proposal**

Positive Charge

11/14/20XX

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| --- | --- |
| 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. |

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| 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 | * **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. |

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| 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. |

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| Service Plan | |
| Printing Process | * **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

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| --- | --- | --- | --- |
| 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 |
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| **Total Estimated Cost** | | | $800 |

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| 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

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| --- | --- |
| Name |  |
| Signature |  |
| Date |  |

Additional Notes or Attachments

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

**Printing Services Proposal Template**

**Proposal Name**

Client Name

Date of Submission

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| About Us | |
| Company Overview |  |
| Experience and Expertise |  |
| Core Values |  |

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| --- | --- |
| Scope of Services | |
| Printing Needs |  |
| Volume and Specifications |  |
| Timeline |  |
| Additional Details |  |

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| Client Requirements | |
| Project Goals |  |
| File Submissions |  |
| Delivery Preferences |  |

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| --- | --- |
| Service Plan | |
| Printing Process |  |
| Quality Assurance |  |
| Customization Options |  |

Pricing

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| --- | --- | --- | --- |
| Description | Unit Cost | Quantity | Total Cost |
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| **Total Estimated Cost** | | |  |

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| --- | --- |
| Terms and Conditions | |
| Payment Terms |  |
| Project Timeline |  |
| Cancellation Policy |  |

Client Acknowledgement

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Date |  |

Additional Notes or Attachments

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

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