

QUOTATION

YOUR BUSINESS NAME / LOGO

Quote No.	Q-0001
Date	15 Jan 2026
Valid until	29 Jan 2026

Your Studio Name

Photography · Videography
123 Example Street
City, Country
hello@yourstudio.com · +00 000 000 0000
www.yourstudio.com
Business Reg. No.: 1234567
VAT No.: GB123456789

PREPARED FOR	PROJECT
Alex Example Example Co. alex@example.com +00 000 000 0000 45 Sample Road, City, Country	Brand launch shoot Shoot date: 10 Feb 2026 Location: Client's venue

#	Item	Details	Qty	Unit price	Disc %	Amount (USD)
1	Photo + Video — Standard	Half day · 30 photos + 1 short film + 1 reel	1	980.00		980.00
2	Extra reel	Up to 30s, vertical 9:16, edited	2	145.00		290.00
3	Travel outside base area	Per day, shoots outside your usual area	1	55.00		55.00

	Subtotal	1,325.00
Discount: Repeat client	Discount (10%)	-132.50
	Net amount	1,192.50
	VAT (5%)	59.63
	TOTAL (USD)	1,252.13
	Deposit to confirm (50%)	626.07

TERMS
50% deposit confirms the booking. Balance due on delivery.
This quote is valid until 29 Jan 2026. Prices are based on the scope above; changes to scope are re-quoted.
Scope, deliverables and turnaround are confirmed in writing before the shoot.
Notes: Final edited files delivered via download link.

ACCEPTED BY CLIENT

Name & signature _____ Date _____

Your Studio Name · hello@yourstudio.com · www.yourstudio.com

PRICE LIST

Every item here appears in the Item dropdown on the quote. Replace the examples with your own services. Add new items in the next empty row (up to row 104). Item names must be unique. Prices are before tax. To remove an item, clear its cells. Never delete rows.

Category	Item (shows in dropdown)	Details (prints under the item)	Unit	Price
Photo	Photo — Starter	1–2 hrs · 1 location · 15 edited photos	session	300.00
Photo	Photo — Standard	Half day, up to 4 hrs · 1 location · 30 edited photos	session	585.00
Photo	Photo — Premium	Full day, 5–8 hrs · up to 3 locations · 50+ edited photos	session	885.00
Video	Video — Starter	1–2 hrs · 1 location · 2 reels (up to 30s)	session	420.00
Video	Video — Standard	Half day, up to 4 hrs · 1 short film (30–45s) + 1 reel	session	750.00
Video	Video — Premium	Full day, 5–8 hrs · 1 film (60–90s) + 2 reels	session	1,240.00
Photo + Video	Photo + Video — Starter	1–2 hrs · 10 edited photos + 2 reels	session	655.00
Photo + Video	Photo + Video — Standard	Half day · 30 photos + 1 short film + 1 reel	session	980.00
Photo + Video	Photo + Video — Premium	Full day · 50+ photos + 1 film + 3 reels	session	1,635.00
Long-form video	Long-form film — 90s to 3 min	Brand film / promo	film	1,280.00
Long-form video	Long-form film — 3 to 6 min	Brand story / short documentary	film	1,905.00
Long-form video	Long-form film — 6 to 12 min	Feature / behind-the-scenes film	film	2,670.00
Long-form video	Long-form film — 12 to 20 min	In-depth feature / event recap	film	3,785.00
Long-form video	Long-form film — 20 to 40 min	Long feature · multiple locations or shoot days (starting price)	film	4,195.00
Long-form video	Long-form film — 40 to 60 min	Extended feature · multiple locations or shoot days (starting price)	film	5,230.00
Retainer	Monthly retainer	8 reels + 1 photo session per month · 3-month minimum	month	2,315.00
Add-on	Extra reel	Up to 30s, vertical 9:16, edited	each	145.00
Add-on	Extra short film	30–45s short film	each	195.00
Add-on	Extra film	60–90s film	each	245.00
Add-on	Extra edited photo	Per additional edited photo	each	8.00
Add-on	24-hour turnaround	Photos only	job	165.00
Add-on	Additional hour	Coverage beyond the booked hours	hour	115.00
Add-on	Additional coverage day	Extra shoot day (starting price)	day	325.00
Add-on	Travel outside base area	Per day, shoots outside your usual area	day	55.00

SETUP — FILL IN ONCE

Your details flow onto every quote automatically. Replace each example in column C. Leave a cell empty and its line disappears from the document. Clear cells, never delete rows.

Field	Your entry	Notes
Business name	Your Studio Name	As it should appear at the top of the document.
Show name under logo	Yes	Yes = your business name also prints under the logo. No = logo only (pick No if your logo already includes your name).
Tagline	Photography · Videography	Optional. Delete to hide.
Address line 1	123 Example Street	
Address line 2	City, Country	
Email	hello@yourstudio.com	
Phone	+00 000 000 0000	
Website	www.yourstudio.com	Optional.
Registration label	Business Reg. No.	e.g. Company No. / Trade Licence No. / ABN / CRN. Delete both cells if not needed.
Registration number	1234567	
Tax label	VAT	e.g. VAT / GST / TRN / EIN / Sales Tax.
Tax number	GB123456789	Your tax registration number. Delete if you're not registered.
Tax rate	5%	Set to 0% if you don't charge tax. The tax line then shows as zero.

QUOTE & INVOICE TEMPLATES

Setup Guide

This guide walks you through the one-time setup that makes both templates yours, then shows you how to create a quote or invoice in a couple of minutes.

Do the setup once (about 15 minutes per file). After that you only come back to it when something changes, such as new prices, a new tax rate, or new bank details.

Part	What it covers
1. What's in the files	The tabs and what each one does
2. One-time setup	Your details, tax, prices, discounts and clients
3. Making a quote	Everyday use, start to PDF
4. Turning a quote into an invoice	Deposit, balance and payment details
5. When things change	What to update, and where
6. Saving as PDF	Excel, Google Sheets and Apple Numbers
7. Troubleshooting	Fixes for the common problems