

July 31, 2017

est. 1508



MOLLY MCCOY
GRAPHIC DESIGN

INVOICE

NAME OF YOUR BUSINESS

Contact Information
XXX Street Address · Bay Area · CA · 94123
T { 415 . 555 . 1234

PROJECT

Brand Exploration and Design with Stationery Materials

DESIGN COST

Research/Exploration/Brainstorming – \$500
First Round Design Exploration – \$800
Revision and Refinement – \$1600
Final Logo Artwork – \$200
Branding Guidelines Document – \$250
Project Management – \$325

TOTAL DESIGN COST – \$3675.00

TAXABLE EXPENSES

Creation of Final Artwork – \$200
Expenses (travel, supplies) – \$100
Printing: 500 each of three business cards and a note card, offset printed in two colors on Neenah Classic Crest 100# Cover Eggshell Recycled 100 Bright White – \$1070
Printing: 500 each of 4 letterhead sheets offset printed in two colors on Neenah Classic Crest 24# Writing Eggshell Recycled 100 Bright White – \$1085
2000 plain second sheets of Neenah Classic Crest 24# Writing Eggshell Recycled 100 Bright White – \$230
Printing: 2250 No. 10 Envelopes offset printed in two colors on Neenah Classic Crest 24# Writing Eggshell Recycled 100 Bright White – \$840
Printing: 500 A6 Envelopes offset printed in two colors on Neenah Classic Crest 24# Writing Eggshell Recycled 100 Bright White – \$490
Local Delivery – Gratis

TAXABLE SUBTOTAL – \$ 4015.00
+ ALAMEDA CO SALES TAX (9.75%) – \$ 391.46
TAXABLE TOTAL – \$ 4406.46

TOTAL DUE –\$ 8081.46

*Please remit within 15 days (by August 30, 2018). Make check payable to Molly McCoy.
Thank you!*

1021 53RD STREET
OAKLAND, CALIFORNIA
* { 9 4 6 0 8 } *

WWW.MOLLYMCCOY.COM
molly@mollymccoy.com

T { 510.547.8908