PRINTLATCH / FREE MANUAL TEMPLATE

Screen printing quote

Order / quote number

Revision

Customer / job reference

Prepared date / time

Garments & quantities

Garment manufacturer / style

Exact garment color / supplied by

Size	XS	S	M	L	XL	2XL	Total
Quantity							

Print specification & proofs

Position	Dimensions / placement / ink	Exact artwork file / version
Front		
Back		
Other		

Commercial details

Currency

Per-piece price

One-time setup fee

Other charges / tax / shipping

Quoted total

Quote expiry, if applicable

Promised date

Pickup / shipping method

Included work, exclusions and assumptions

Customer acceptance

The approving person confirms the garment, size quantities, artwork, price and date for the revision stated above. Changes require a new revision and confirmation.

Approver name / role

Explicit acceptance / date / reference

Manual template from PrintLatch. Preserve the source quote, proof and approval records. No legal-signature or production-quality guarantee.