



SAMPLE QUOTE

SAMPLE — NOT A LIVE OFFER

An example of what our quotes look like, for groups that need approval before ordering.

The customer is made up. The prices on the pages that follow are the ones we would quote for this order on the date shown. Your quote is built for your order and may differ.

THE ORDER IN THIS SAMPLE

Customer	Example High School Booster Club (fictional)
Tees	48 navy Port & Company PC61 tees, printed front and back
Hoodies	24 navy Port & Company PC78H hoodies, printed on the front
Artwork	Print-ready, supplied by the club
Receiving the order	Pickup at our shop in Chimacum
Needed by	24 or more days out (no rush)
Quote total before sales tax	\$2,233.92
50% deposit	\$1,116.96

Each price covers the garment and all of its printing. Every size is the same price, including 2XL and up.

TIMELINE

1. You accept the quote in any one of three ways: reply to our email with “I accept” and the estimate number, sign the acceptance box at the end of the PDF and send it back, or click Accept on the online copy if we sent you a link.
2. We send a proof of your design. You approve it in writing and pay the deposit.
3. Production takes 7–10 business days from the day we have both your approval and your deposit.
4. We tell you in writing when the order is ready for pickup (or ship or deliver it, if your quote says so).
5. The balance, plus sales tax, is due 14 calendar days after delivery. We email a secure payment link; your order is not held back waiting for it.

WHAT THIS QUOTE ASSUMES

- The quantities and sizes shown. A change in quantity that moves an item into a different price band reopens the quote.
- Print-ready artwork from you. If you need design work, it is \$60 an hour with a 30-minute minimum; file preparation is \$25 flat. Both are waived for print-ready files.
- No rush. Our published rush schedule, counted in calendar days from your request: 24 or more, no charge; 18–23, +20%; 13–17, +30% with a \$25 minimum; 12 or fewer, contact us first.
- Pickup in Chimacum. We ship nationwide, and local delivery is available by arrangement; any cost is confirmed in your quote.

ORDERING FOR REAL

A real quote arrives by email as a PDF like the one that follows, with our Terms of Sale attached. The first acceptance we receive, by any of the three ways above, is your agreement to those terms. Production never starts from a quote alone: it starts only after your written proof approval and your deposit.

Start an order: soundandsteelprintworks.com/start-an-order

This sample is for illustration only. It is not an offer, and it does not create an agreement. Terms of Sale apply to every order.



SOUND & STEEL PRINTWORKS

ANCHORED IN EXCELLENCE

9223 Rhody Drive #6 • Chimacum, WA 98325

(360) 316-4135 • sales@soundandsteelprintworks.com • soundandsteelprintworks.com

ESTIMATE

ESTIMATE #

DATE

VALID UNTIL

SSP-EST-SAMPLE

2026-10-07

2026-11-06

PREPARED FOR

Booster club treasurer

Example High School Booster Club (fictional)

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
6	Port & Company PC61 — Essential Tee Color: Navy · Sleeve: Short sleeve · Fabric: 100% ring-spun cotton Print: Front: 97 sq in · Back: 97 sq in Printed in 2 locations — the per-unit price below covers all of them. Size: S	\$25.69	\$154.14
12	Port & Company PC61 — Essential Tee Color: Navy · Sleeve: Short sleeve · Fabric: 100% ring-spun cotton Print: Front: 97 sq in · Back: 97 sq in Printed in 2 locations — the per-unit price below covers all of them. Size: M	\$25.69	\$308.28
14	Port & Company PC61 — Essential Tee Color: Navy · Sleeve: Short sleeve · Fabric: 100% ring-spun cotton Print: Front: 97 sq in · Back: 97 sq in Printed in 2 locations — the per-unit price below covers all of them. Size: L	\$25.69	\$359.66
10	Port & Company PC61 — Essential Tee Color: Navy · Sleeve: Short sleeve · Fabric: 100% ring-spun cotton Print: Front: 97 sq in · Back: 97 sq in Printed in 2 locations — the per-unit price below covers all of them. Size: XL	\$25.69	\$256.90
6	Port & Company PC61 — Essential Tee Color: Navy · Sleeve: Short sleeve · Fabric: 100% ring-spun cotton Print: Front: 97 sq in · Back: 97 sq in Printed in 2 locations — the per-unit price below covers all of them. Size: 2XL	\$25.69	\$154.14
3	Port & Company PC78H — Core Fleece Pullover Hoodie Color: Navy Print: Front: 97 sq in Size: S	\$41.70	\$125.10
6	Port & Company PC78H — Core Fleece Pullover Hoodie Color: Navy Print: Front: 97 sq in Size: M	\$41.70	\$250.20



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QTY	DESCRIPTION	UNIT PRICE	AMOUNT
7	Port & Company PC78H — Core Fleece Pullover Hoodie Color: Navy Print: Front: 97 sq in Size: L	\$41.70	\$291.90
5	Port & Company PC78H — Core Fleece Pullover Hoodie Color: Navy Print: Front: 97 sq in Size: XL	\$41.70	\$208.50
3	Port & Company PC78H — Core Fleece Pullover Hoodie Color: Navy Print: Front: 97 sq in Size: 2XL	\$41.70	\$125.10

HOW TO ACCEPT

Reply "I accept" to our email, sign the acceptance box at the end of this estimate, or use the Accept link if we sent one. The terms you agree to are at the end.

Merchandise subtotal **\$2,233.92**

Total before sales tax \$2,233.92

DEPOSIT TO BEGIN (50%) \$1,116.96

Sales tax is calculated on your invoice, at the rate for where you receive the goods.

BEFORE PRODUCTION

This estimate is valid for 30 days from the date of issue. After that it must be reissued.

Production begins only after written proof approval and receipt of the 50% deposit. Payment alone does not constitute proof approval. Standard turnaround is 7-10 business days and the clock starts at that point.

TERMS SUMMARY

Deposit and balance. A 50% deposit of the pre-tax merchandise subtotal is required before production begins and is credited against the order price. A rush charge and expedited blank freight are not part of the deposit; where they apply, freight is invoiced and collected at the same time as the deposit, and a rush charge is billed with the balance. We do not treat any part of your deposit as earned before delivery, and we do not deduct any cost from it. The remaining balance, including any rush charge and the sales tax, is due 14 calendar days after delivery — or, for a pickup not collected within 7 days of our written notice that it is ready, 14 calendar days after that notice. We email you a secure payment link for it, and completed goods are not held pending payment. Sales tax and other transaction taxes are calculated, collected and reported as required by applicable law; for Washington pickup, delivery or shipment the local rate is based on where you receive the goods, and for shipments outside Washington we collect tax where we are legally required to do so. Your final invoice shows the full subtotal, credits the deposit you paid, and carries the entire tax amount.

Rush service. Rush orders are accepted subject to availability and carry a rush charge according to our published schedule, with a \$25 minimum from the +30% band down. A rush date is not promised until we have your written proof approval and your deposit, and we do not order expedited blank goods before your deposit clears. If your approval or deposit reaches us after the date stated on this estimate, the rush is quoted.

Expedited blank freight. Where meeting the date you asked for requires us to pay expedited shipping to bring blank goods in, that freight is charged to you at our cost and shown as a separate line on this estimate and on your invoice. You will know the amount before you accept, and you may decline it and take a later date instead. Expedited blank freight is not part of the merchandise subtotal, is not part of your deposit, and no discount applies to it. It is invoiced and collected at the same time as your deposit. Because we pay our supplier before production begins, it is earned once we have incurred it and is not refundable from that point; if you cancel before we have ordered



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TERMS SUMMARY (CONTINUED)

it, nothing is charged for it. If expedited freight is not needed to meet your date, no such line appears. This does not apply to ordinary inbound freight, which is included in our prices, or to shipping out to you.

Cancellation. You may cancel in writing before printing or decoration begins. Your deposit is refundable in full, and we do not deduct materials, blank goods, freight or other costs from it. Separately from your deposit, on cancellation you remain responsible for design and file-preparation charges, which are earned as the work is approved and performed; expedited blank freight we have already incurred; and our cost for blank goods we bought specifically for your order that cannot reasonably be returned or reused. We provide an itemized calculation, invoice any amount owed, and refund your deposit within ten business days. There is no restocking fee. Once printing or decoration has begun, an order cannot ordinarily be canceled or changed.

Made-to-order goods and defects. Properly produced goods cannot be returned because of preference changes, sizes you approved, or other matters unrelated to a defect or error. Please report visible defects, damage, shortages or incorrect items promptly, ideally within 72 hours of receipt, with photographs on request. Other defects must be reported within a reasonable time after discovery. We will investigate and, as appropriate, repair, replace or refund the affected goods.

Unclaimed goods. Where a completed order is not collected, we give written notice and hold the goods for 30 days. After that period we may dispose of them. Amounts already paid are applied to the unpaid order price, completed design or file-preparation services, and other documented amounts recoverable under applicable law, and we refund any excess.

Your artwork warranty. By submitting artwork, logos or other material you represent that you own it or hold a license sufficient to permit its reproduction on the goods ordered, and that reproducing it infringes no one's rights. Where you act for an organization, you represent that you are authorized to bind it.

The full Terms of Sale (PDF) are attached to the estimate email and govern this order.

HOW TO ACCEPT

How to accept. You can accept this estimate in any one of three ways: (a) reply to our email with "I accept" and the estimate number; (b) sign and date the acceptance box at the end of this estimate and send it back to us; or (c) if we sent you a link, click "Accept Estimate" on the online copy of this estimate. Use whichever is easiest. The first acceptance we receive forms our agreement under Section 1.2 of our Terms of Sale; a later one changes nothing. If you want something changed, tell us instead of accepting, and we will send a revised estimate.

ACCEPTANCE TEXT

By accepting this estimate in any of the ways below, you agree to the following core terms:

- 1. Payment.** A 50% deposit is required before production begins and is credited against your order. We do not treat any part of your deposit as earned before delivery and we do not deduct any cost from it. A rush charge and expedited blank freight are not part of the deposit: freight is collected with the deposit and is not refundable once we have incurred it, and a rush charge is billed with the balance. If you cancel in writing before printing or decoration begins, your deposit is refunded in full; separately, you remain responsible for design and file-preparation work already approved and performed, expedited blank freight already incurred, and our cost for blank goods bought specifically for your order that cannot reasonably be returned or reused. There is no restocking fee. The balance is due 14 calendar days after delivery (for a pickup not collected within 7 days of our ready notice, 14 calendar days after that notice), and your final invoice carries the entire tax amount.
- 2. Made-to-order goods and defects.** Because the goods are made for you, an order cannot ordinarily be canceled or changed once printing or decoration has begun, and properly produced goods cannot be returned for preference or for sizes you approved. Please report visible defects, damage, shortages or incorrect items promptly, ideally within 72 hours of receipt. Other defects must be reported within a reasonable time after you discover them. Nothing here limits rights that cannot legally be waived.
- 3. Unclaimed goods.** If a completed order is not collected, we give you written notice and hold the goods for 30 days. After that we may dispose of them. Amounts you have paid are applied to the unpaid order price, completed design or file-preparation work, and other documented amounts recoverable under applicable law, and we refund any excess.
- 4. Artwork authorization.** You warrant that you own or have full legal authority to use all uploaded logos, marks and content, and that reproducing them infringes no one's rights. If you are ordering for an organization, you confirm you are authorized to bind it.
- 5. Master terms.** Full order terms are set out in the attached Terms of Sale (PDF), which are incorporated into this agreement by reference.



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ACCEPTANCE TEXT (CONTINUED)

6. Portfolio permission — please answer Yes or No. May we show your finished work in our portfolio, on our website, in sales materials or on social media? This is optional and is never a condition of sale. There is no default answer. If your artwork carries a unit crest, an organizational mark or another party's trademark, only an authorized representative can answer yes. ____ Yes ____ No

ACCEPTANCE — ESTIMATE SSP-EST-SAMPLE

NAME

SIGNATURE

DATE

ORGANIZATION AND TITLE (IF ORDERING FOR ONE)

Portfolio permission (item 6): ☐ Yes ☐ No

Fill in on screen, or print, sign and send it back.