



**CLAVANO PRINTERS**

## JOSE CLAVANO, INC

1210 Clavano Street, Capitol Site, Cebu City 6000, Philippines  
Tel: +63 32 253 6826 to 28 / Fax: +63 32 255 6238  
Office Mobile #: 0917-311-2892 / 0999-8817-020  
Email ad: sales@clavanoprinters.com  
FB page: https://www.facebook.com/PrintersClavano

### PAYMENT TERM:

50% Non-Refundable down payment; full upon delivery; unless with credit term.

### PAYMENT DETAILS:

The following are the bank details where you can pay:

Account Name:  
**JOSE CLAVANO, INC.**

**METROBANK**  
Cebu-Capitol Branch  
Capitol Site, Cebu City  
Account #: 3307-330-51013-3

**BANCO DE ORO (BDO)**  
Escario Branch  
Capitol Site, Cebu City  
Checking Account #:  
00100-801-5191

**BANK OF THE PHILIPPINES**  
Cebu-Capitol Branch  
Jones Avenue, Cebu City  
Account #: 9063-0689-82

### NOTE:

\*Please make cheques payable to **JOSE CLAVANO, INC.**

\*When you made payment, please e-mail us a copy of the proof of payment

\*Client agrees to pay interest/penalty at 2% per month of the quotation/contract price on all overdue accounts in addition to 25% attorney's fees and litigation expenses, whenever applicable.

Please Date and Sign in Full: We hereby approve the above quotation and authorized Clavano Printers to print and fulfill the same for our account.

### CONFORME BY:

Name and Signature / Date

Designation

### PRICE QUOTATION / CONTRACT

DATE : 17-Jun-25

Quote No.: **2025 JUN.001ARCH.001**

ATTENTION :

BILL TO : ARCH.SHRINE & PARISH OF SANTIAGO  
: COMPOSTELA, CEBU

ITEM	DESCRIPTION	QTY	UNIT PRICE	TOTAL
1	LOGBOOK	1.00	5,900.00	5,900.00
	Unit of Measure: COPY	3.00	4,825.00	14,475.00
	Dimension: A3	5.00	4,510.00	22,550.00
	Cover Front - (Paper/Color): C2S100/Chipboard, Colored, Plastic lam.			
	Cover Back - (Paper/Color): 2Sides print			
	Inside Page - (Paper/color): Book 70/Black			
	Number of Pages: 630			
	Specification/Binding: Smythsewing, Hardbound/Cutting			

**50% NON REFUNDABLE DOWNPAYMENT, FULL UPON DELIVERY ;  
UNLESS WITH CREDIT TERM.**

**DELIVERY : FREE DELIVERY WITHIN METRO CEBU**

**VALIDITY : 15 days from date of submission**

**NOTE : Prices are subject to change without prior NOTICE.**

**LEADTIME : 10 to 25 working days from the date of sample/best-proof approval.**

### PRICE INCLUSION OF THE FOLLOWING SERVICES:

\*Two draft sample print-out to accommodate revision.

\*One set of Best-proof prior to printing.

**Note:** Approved sample/best-proof must be return to Clavano Printers.

**Disclaimer:** (+/-) 10% Color variation on the actual print from the best-proof is expected.  
Defective/Reject will be acknowledged within 7 days after full delivery. (Subject for review)

If you need further details to meet your requirements, feel free to write us or contact us. Thank you for your interest and we look forward to be of service your company.

Sincerely yours,

**MR. CECIL ALIGNO**  
Sales & Marketing Manager

## CLAVANO PRINTERS STOCK KEEPING UNIT FOR THE YEAR 2025

Date issued: January 14, 2024

SKU no.	Stock Keeping Unit	SKU Number
1	<u>School Diploma</u>	<u>SKU:001</u>
2	<u>Colored Folder</u>	<u>SKU:002</u>
3	<u>Continuous 2 Ply colored sheet</u>	<u>SKU:003</u>
4	<u>Primary and Secondary Books</u>	<u>SKU:004</u>
5	<u>Standard Souvenir Books</u>	<u>SKU:005</u>
6	<u>Catalog</u>	<u>SKU:006</u>
7	<u>Admission Kit Medical Paper Bag</u>	<u>SKU:007</u>
8	<u>Books</u>	<u>SKU:008</u>
9	<u>Brochure</u>	<u>SKU:009</u>
10	<u>Business Card</u>	<u>SKU:010</u>
11	<u>Calendar</u>	<u>SKU:011</u>
12	<u>Coffee Table Table</u>	<u>SKU:012</u>
13	<u>Consumer Product Label</u>	<u>SKU:013</u>
14	<u>Flyers</u>	<u>SKU:014</u>
15	<u>Hotdog Wrapper</u>	<u>SKU:015</u>
16	<u>Large Format Printing</u>	<u>SKU:016</u>
17	<u>Mass Guide</u>	<u>SKU:017</u>
18	<u>Placement</u>	<u>SKU:018</u>
19	<u>Sticker</u>	<u>SKU:019</u>
20	<u>Table Calendar</u>	<u>SKU:020</u>
21	<u>Yearbooks</u>	<u>SKU:021</u>
20	<u>Loose leaf or Padding Paper Product</u>	

## Commercial Printing Quotation Costing Template

<b>CUSTOMER</b>	<b>ARCENAS PROPERTIES</b>	<b>ITEM DESCRIPTION</b>	<b>BROCHURES LAM</b>	<b>Quote Valid Until:</b>
<b>ADDRESS</b>	<b>CEBU CITY</b>	Offset Printing	1	11-Apr-25
<b>Sales Quotation Number</b>	<b>025-08243</b>	Digital Printing Black	0	<b>INPUT DATA</b>
<b>NO. OF PAGES</b>	<b>8</b>	Digital Printing CMYK	0	

### 1. Job Specifications

**Job Type:**

**Paper Type & GSM (Final Size)**

Cover-Front C2S 200 5x8

**Paper Type & GSM (Raw Mat)**

Cover-Back C2S 200 25x38

**Color Mode:**

**Finishing:**

**Binding Type**

**Brochures**

**W inch**

5

**Price per sheet**

25

**CMYK**

Lamination Matte

Cutting, Folding, Packing

**L inch**

8

**SPOT COLOR**

38

**SPOT COLOR**

0

**SQINCH**

47.25

**SQINCH**

950

**Cover-Front**

**Cover-Back**

**No. of Pages**

**No. of Cut/Out**

**No. of Side**

**Quantity:**

**U Mea**

**% Allowance**

C2S 200  
C2S 200

21

2

1000  
Copy

0%

### 2. Cost Breakdown

#### A. Prepress Costs (Per Job)

Item	Qty	Cost Per Unit	Total Cost	Unit of Mea	Remarks
Design/Layout	2	100	P 200.00	Per Page	If applicable
Proofing (Digital)	2	P18.00	P -	Per Sheet	
Proofing (Offset)	2	P18.00	P 36.00	Per Sheet	
Plate Making	1	200	P 800.00	Per Plate	Per plate
Other Prepress Costs			P 1.00		
<b>Total Prepress Cost</b>			<b>P 1,037.00</b>		

#### B. Press Costs (Per 1000 Pieces)

Item	Qty/pc	T. Qty	Cost Per	Total Cost	Unit of Mea	Remarks
Paper Cost	0.190476	380.952381	P18.00	P 3,428.57	Per Sheet	C2S 200
Lamination Matte		1000	P40.00	P -		
Digital Print Black		1000	P0.25	P -	Click price	
Digital Print Colored		1000	P6.00	P -	Click price	
Ink Cost (Prima Process C)	0.00030	0.300	P368.00	P 110.40	Per Kilo	Based on
Ink Cost (Prima Process M)	0.00030	0.300	P360.85	P 108.26	Per Kilo	
Ink Cost (Prima Process Y)	0.00040	0.400	P353.00	P 141.20	Per Kilo	
Ink Cost (Prima Process K)	0.00015	0.150	P346.00	P 51.90	Per Kilo	
Press Setup		50	P18.00	P 900.00	Per Sheet	One-time cost
Machine Run Time		47.6190476	P18.00	P 857.14	Sheet	Per hour rate
Wastage Allowance	5%	50	P18.00	P 900.00	Sheet	Typically 5-10%
<b>Total Press Cost</b>				<b>P 6,497.47</b>		

#### C. Post-Press Costs (Per 1000 Pieces)

Item	Qty/pc	T HOURS	COST PER HR PER	Total Cost	Unit of Mea	Remarks
Cutting	0.0010	1.00	P68.82	P 68.82		
Folding	0.0030	3.00	P68.82	P 206.46		
Binding		-	P68.82	P -		
Lamination	0.0100	10.00	P68.82	P 688.20		
Die Cutting		-	P68.82	P -		
Spot UV		-	P68.82	P -		
Other Post-Press Costs		-	P68.82	P -		
<b>Total Post-Press Cost</b>				<b>P 963.48</b>		

#### D. Labor Costs (Per 1000 Pieces)

## Commercial Printing Quotation Costing Template

CUSTOMER ADDRESS Sales Quotation Number NO. OF PAGES	ARCENAS PROPERTIES			ITEM DESCRIPTION	BROCHURES LAM	Quote Valid Until:
	CEBU CITY			Offset Printing	1	11-Apr-25
	025-08243			Digital Printing Black	0	
	8			Digital Printing CMYK	0	INPUT DATA
Item	Qty/pc	T HOURS	COST PER HR PER	Total Cost	Unit of Mea	COST PER HR PER HEAD
Prepress Labor	0.0167	16.67	P 94.97	P1,582.77	Cost per Hour	P94.97
Press Labor Offset	0.0060	6.00	P 80.19	P481.14	Cost per Hour	P80.19
Press Labor Digital Colored	0.0080	-	P 94.19	P0.00	Cost per Hour	P94.19
Press Labor Digital Black	0.0080	8.00	P 94.19	P0.00	Cost per Hour	P94.19
Press Labor Continuous		-	P 94.19	P0.00	Cost per Hour	P94.97
Post-Press Labor	0.0200	20.00	P 68.82	P1,376.40	Cost per Hour	P68.82
Packaging Labor	0.02	20.00	P 82.78	P1,655.60	Cost per Hour	P82.78
<b>Total Labor Cost</b>				<b>P5,095.91</b>		

### E. Power & Overheads (Per Job)

Item	Manhour	Cost per	Cost Per	Total Cost		
Electricity		P402.60	P 2.11	P 2,113.65		
Machine Maintenance		P208.00	P 0.10	P 104.00		
Rent & Utilities		P179.00	P 1.00	P 1,000.00		
Miscellaneous			P 1.00			
<b>Total Overhead Cost</b>			P 1.00	<b>P 3,217.65</b>		

### F. Carrying Costs (Per Job)

Item	Qty	Cost Per Unit	Total Cost	Remark	
Storage/Inventory Cost			P 1.00	Per day/week	
Logistics & Handling	1	P2,500.00	P0.00		
<b>Total Carrying Cost</b>			P 2,501.00		

## 3. Final Pricing Calculation

Cost Component		Amount	Ratio	
Total Prepress Cost		P 1,037.00	5%	
Total Press Cost		P 6,497.47	34%	
Total Post-Press Cost		P 963.48	5%	
Total Labor Cost		P 5,095.91	26%	
Total Overhead Cost		P 3,217.65	17%	
Total Carrying Cost		P 2,501.00	13%	
<b>Total Production Cost</b>		<b>P 19,312.51</b>	<b>100%</b>	
Markup (%)	65%	P31,865.64		
<b>Final Quoted Price</b>		<b>P 31.87</b>		

## 4. Additional Notes & Terms

**Payment Terms:** ( 50% deposit, balance upon delivery)

**Delivery Timeline:** (5-7 business days after approval)

**Validity of Quote:** (30 days from issue date)

**Special Instructions:** \_\_\_\_\_

**Prepared By:** \_\_\_\_\_ **Approved By:** \_\_\_\_\_