

# Corporate Travel Proposal & Quotation

Company Name:

Proposal Date:

Prepared By:

Client/Contact Name:

Contact Email:

Contact Phone:

## Travel Itinerary

#	Date	From	To	Means of Transport	Accommodation	Notes

## Quotation Breakdown

Service	Description	Unit Cost	Quantity	Total
				Subtotal
				Taxes & Fees
				<b>Grand Total</b>

## Terms & Conditions

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This proposal/quotation is valid until: \_\_\_\_\_  
Please review and confirm acceptance to proceed with booking.