

Agency Logo

Travel Agency Name
Address Line 1
Address Line 2
Email: info@agency.com
Phone: +123 456 7890

Travel Quotation

Client Name: _____
Email: _____
Phone: _____
Date: __ / __ / ____
Quotation No.: _____

Destination: _____
Duration: __ nights / __ days
Travel Dates: __ to __
Pax: ____ Adult(s), ____ Child(ren)

Quotation Details

Service	Description	Unit Price	Qty	Amount
Hotel	4-star accommodation	_____	_____	_____
Transportation	Airport transfers & local travel	_____	_____	_____
Excursions	Guided city tour	_____	_____	_____
Other	_____	_____	_____	_____
Subtotal:			_____	
Taxes/Fees:			_____	
Total Amount:			_____	

Remarks / Inclusions:

- All rates are based on current conditions and subject to availability.
- Package includes accommodation, transportation, meals as specified, and tours as listed.
- Exclusions: Airfare, personal expenses, tips, and optional tours unless specified.

Terms & Conditions:

- Quotation valid until: __ / __ / ____
- Payment terms: 50% deposit upon confirmation, balance before departure.
- Please confirm your acceptance by email.

Prepared by: _____