

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: _____