

Group Tour Quotation Sheet

Travel Agent Name

Agency Name

Contact Person

Full Name

Date

Client/Group Name

Group Name

No. of Pax

Contact Email/Phone

Contact Information

Travel Dates

e.g., 10 Aug 2024 – 16 Aug 2024

Destination(s)

Cities / Countries

Tour Code / Reference

If applicable

Tour Inclusions & Highlights

List of main tour inclusions and highlights (e.g., Accommodation, Meals, Sightseeing, Transfers, Guide)

Quotation (per Person / Group)

Category	Description	Unit	Unit Price	Total Price
Accommodation				
Transport				
Meals				
Guide/Support				
Entrance Fees				
Grand Total				

Exclusions

Not included in package price

Payment Terms & Conditions

Deposit, balance due date, cancellation policy, etc.

Additional Notes / Remarks

Special requests, recommendations, etc.

Prepared By: _____
Date: _____