

School Trip Travel Quotation

School Name: _____
Contact Person: _____
Phone / Email: _____
Quotation No: _____
Date: ____ / ____ / ____

Trip Details

Trip Destination: _____
Departure Date: ____ / ____ / ____
Return Date: ____ / ____ / ____
No. of Students: _____
No. of Teachers: _____
Total Passengers: _____

Bus Details

Bus Type	Capacity	No. of Buses
_____	_____	_____

Quotation Breakdown

Description	Unit Price	Quantity	Total
Transportation (Bus)	_____	_____	_____
Driver Fee	_____	_____	_____
Fuel Charges	_____	_____	_____
Other (Specify): _____	_____	_____	_____

Subtotal	_____
Tax (%)	_____
Grand Total	_____

Terms & Conditions

- Quotation valid until: ____ / ____ / ____
- Bookings subject to availability.
- Payment terms: _____
- Cancellation policy: _____
- Other: _____

Authorized Signature:

Date: ___ / ___ / _____

School Representative:

Date: ___ / ___ / _____