

# 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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_