

# Weekly Housekeeping Service Quotation

Client Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact No.: \_\_\_\_\_  
Email: \_\_\_\_\_  
Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Quotation No.: \_\_\_\_\_

## Service Details

Service Description	Frequency	Unit Cost	Quantity	Total

<b>Subtotal</b>	
<b>Discount</b>	
<b>Total Amount</b>	

## Remarks & Terms

Prepared by:

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Approved by:

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_