

# Legal Advisory Quotation

## PREPARED FOR

Client Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

## PREPARED BY

Advisor Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

## QUOTATION DETAILS

Quotation No.: \_\_\_\_\_

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

Valid Until: \_\_\_\_\_

## SCOPE OF SERVICES

SERVICE DESCRIPTION	ESTIMATED HOURS	RATE	AMOUNT
<b>Subtotal</b>			_____
<b>Tax (%)</b>			_____
<b>Total</b>			_____

## TERMS AND CONDITIONS

1. This quotation is valid until \_\_\_\_\_.
2. Payment terms: \_\_\_\_\_
3. Services will commence upon acceptance of quotation and confirmation of agreement.
4. Any additional services or changes may be subject to revised quotation.
5. All fees exclude government taxes and out-of-pocket expenses, unless otherwise stated.
6. Please sign and return as acknowledgement and acceptance of this quotation.

\_\_\_\_\_  
Authorised by

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

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

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

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Accepted by

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