

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 |
|---------------------|--------------------|-------|--------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| Subtotal | | | _____ |
| Tax (%) | | | _____ |
| Total | | | _____ |

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: _____

Accepted by

Name: _____

Signature: _____

Date: _____