

# IT Quotation Template

For Custom Software Solutions

## Supplier Details

Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

## Client Details

Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Date: \_\_\_\_\_  
Quotation Number: \_\_\_\_\_  
Valid Until: \_\_\_\_\_

## Project Overview

## Scope of Work

## Quotation Details

Description	Qty	Unit Price	Total
		Subtotal	
		Tax	
		Total	

## Payment Terms

## Notes

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Authorized Signature (Supplier)  
Date: \_\_\_\_\_

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Authorized Signature (Client)  
Date: \_\_\_\_\_