

# IT Quotation Template

## Cybersecurity Solutions

From:

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

Contact: \_\_\_\_\_

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

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

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

To (Client):

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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

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

Quotation Details:

Quote #: \_\_\_\_\_

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

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

Reference: \_\_\_\_\_

## Summary of Proposed Solutions

Product / Service	Description	Qty	Unit Price	Total
Subtotal				
Taxes				
Grand Total				

## Terms & Conditions

- All prices are quoted in \_\_\_\_\_ (currency).
- Quotation is valid until \_\_\_\_\_.
- Payment Terms: \_\_\_\_\_.
- Delivery Timeline: \_\_\_\_\_.
- Other Terms: \_\_\_\_\_.

## Notes

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\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date