

# IT Quotation Template for ERP Implementation

To (Client Details):

Company Name:

Address:

Contact Person:

Email:

Phone:

From (Vendor Details):

Company Name:

Address:

Contact Person:

Email:

Phone:

Quotation Reference:

Quotation No.:

Date:

Valid Until:

## Project Description

Project Name: ERP Implementation

Brief Description:

Scope of Work:

- ERP Software Delivery
- Installation & Configuration
- Data Migration
- Training
- Support & Maintenance

## Quotation Details

Item No.	Description	Qty	Unit Price	Total
1	ERP Software License			
2	Implementation Services			
3	Training			
4	Support & Maintenance (Year 1)			
			<b>Subtotal</b>	
			<b>Taxes (%)</b>	
			<b>Grand Total</b>	

## Payment Terms

- Advance (%):
- Milestone Payments:
- Payment Mode:
- Notes:

## Terms & Conditions

- 1.
- 2.
- 3.

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Authorized Signature (Vendor)

Name:  
Date:

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Authorized Signature (Client)

Name:  
Date: