

IT Quotation Template

Date: _____

Quotation No.: _____

From:

IT Consulting Company Name

Address Line 1

Address Line 2

Phone: _____

Email: _____

To:

Client Company Name

Address Line 1

Address Line 2

Contact: _____

Email: _____

#	Description of Service	Unit	Qty	Unit Price	Amount
1					
2					
3					

Subtotal:

Tax (%):

Total:

Terms & Conditions

- Quotation valid until: _____
- Payment Terms: _____
- Delivery Timeline: _____
- Other Notes: _____

Prepared By:

Authorized Signature

Accepted By (Client):

Authorized Signature

