

# 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

