

# IT Quotation Template

Quotation No.

\_\_\_\_\_

Date

\_\_\_\_\_

Client Name

\_\_\_\_\_

Client Company

\_\_\_\_\_

Client Address

\_\_\_\_\_

Prepared By

\_\_\_\_\_

Contact Information

\_\_\_\_\_

Project Details

Project Name

\_\_\_\_\_

Project Description

\_\_\_\_\_

Quotation Items

#	Item Description	Brand/Model	Unit	Qty	Unit Price	Total

Subtotal \_\_\_\_\_

Tax (%) \_\_\_\_\_

Grand Total \_\_\_\_\_

Terms & Conditions

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Authorized Signature

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Client Signature