

**IT Quotation Template**  
**Tech Support Agreements**

**Company Details**

Company Name:	_____	Quotation No.:	_____
Address:	_____	Date:	____/____/____
Contact Person:	_____	Valid Until:	____/____/____
Email / Phone:	_____	Prepared By:	_____

**Service Description**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Quotation Details**

Service/Item	Qty	Unit Price	Amount
_____	____	_____	_____
_____	____	_____	_____
_____	____	_____	_____
			<b>Subtotal:</b> _____
			<b>Tax (%):</b> _____
			<b>Total:</b> _____

**Terms & Conditions**

- Quotation is valid until the date specified above.
- Payment terms: \_\_\_\_\_.
- Delivery/Commencement: \_\_\_\_\_.
- Any additional requests may incur extra charges.
- All prices are exclusive/inclusive of taxes (select as applicable).

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

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

Client Signature: \_\_\_\_\_

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