

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
_____	—	_____	_____
_____	—	_____	_____
_____	—	_____	_____
			Subtotal: _____
			Tax (%): _____
			Total: _____

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: ____ / ____ / ____