IT Quotation Template

Web Development Project

Date: _____

Quotation No.: _____

Company Information

Company Name: _____

Address: _____

Phone: _____ Email: _____

Client Information

Client Name: _____

Address: _____

Phone: _____ Email: _____

Project Description

Describe the web development project here...

Quotation Details

#	Service / Item	Description	Quantity	Unit Price	Total
1	Website Design				
2	Front-end Development				
3	Back-end Development				
4	Testing & QA				
5	Deployment				
				Subtotal	
				Tax (%)	
				Total Amount	

Payment Terms

e.g., 50% upfront, 50% upon project completion.

Notes / Terms & Conditions

Enter any additional notes or terms here...

_____

Authorized Signature

Date: _____

Client Signature
Date: _____