

[Company Name]

[Company Address]

[Phone]

[Email]

Quotation #: _____

Date: _____ / _____ / _____

Valid Until: _____ / _____ / _____

Maintenance Work Quotation

Client Information

Client Name	[Client Name]
Address	[Client Address]
Contact Person	[Contact Name]
Phone / Email	[Contact Details]

Scope of Maintenance Work

Description of Work
[Brief description of required maintenance work]

Quotation Details

Item / Service	Quantity	Unit Cost	Total Cost
[Maintenance Item 1]	[Qty]	[Unit Price]	[Total]
[Maintenance Item 2]	[Qty]	[Unit Price]	[Total]
Subtotal			[Subtotal]
Tax (%)			[Tax]
Grand Total			[Grand Total]

Terms & Conditions

- [Payment terms, e.g. 50% advance, balance on completion]
- [Work completion timeline]
- [Warranty/Guarantee details, if any]
- [Other relevant terms]

Authorized Signature

[Your Name & Title]

Date: ____ / ____ / ____

Client Acceptance Signature

[Client Name & Title]

Date: ____ / ____ / ____