Routine Maintenance Quotation Outline

Technical Support Services

Client Information

- Client Name: _____
- Company: _____
- Contact: _____
- Date: _____

Scope of Maintenance

- Preventive System Checks
- Hardware Inspection & Cleaning
- Software Updates & Patch Management
- Backups & Data Integrity Verification
- Virus & Malware Scanning
- Network Health Monitoring
- Reporting & Recommendations

Quotation Details

Description	Frequency	Unit Cost	Quantity	Subtotal
Preventive Maintenance Visit	Monthly	_____	_____	_____
Software Updates	As Needed	_____	_____	_____
Backup Verification	Weekly	_____	_____	_____
Total				_____

Terms & Conditions

- Quotation valid for _____ days from the date above.
- Payment terms: _____
- Services outside the scope will be quoted separately.
- Any cancellations require _____ days' notice.

Authorized Signature
Date: _____

Client Signature
Date: _____