

# Maintenance Quotation

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

Quotation No.: \_\_\_\_\_

Prepared by: \_\_\_\_\_

## Client Details

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone / Email: \_\_\_\_\_

## Technical Services Scope

*(Provide a brief description of the technical maintenance services covered by this quotation)*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Cost Breakdown

Service Description	Qty	Unit Price	Total
_____	____	_____	_____
_____	____	_____	_____
_____	____	_____	_____
		Subtotal	_____
		VAT (%)	_____
		Total Amount	_____

## Terms & Conditions

1. Payment terms: \_\_\_\_\_.
2. Quotation validity: \_\_\_\_\_.
3. Delivery/Completion: \_\_\_\_\_.
4. Other terms: \_\_\_\_\_.

Prepared By

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

Approved By (Client)

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