

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: _____