

# Building Quotation

Quotation #: \_\_\_\_\_  
Date: \_\_ / \_\_ / \_\_\_\_

## Client Information

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## Project Details

Project Name: \_\_\_\_\_  
Site Address: \_\_\_\_\_  
Description: \_\_\_\_\_

## Quotation

#	Description	Quantity	Unit Price	Total
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____

Subtotal: \_\_\_\_\_

Tax (\_\_\_\_%): \_\_\_\_\_

**Total Amount:** \_\_\_\_\_

## Terms & Conditions

1. Quotation valid for \_\_\_\_\_ days from the date above.
2. Payment terms: \_\_\_\_\_
3. Work commencement upon receipt of advance payment.
4. Any changes or additions may incur additional costs.

Prepared By: \_\_\_\_\_  
Date: \_\_ / \_\_ / \_\_\_\_

Signature: \_\_\_\_\_