

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: _____