

Corporate Travel Quote

Agency Name

[Agency Name]

Date

[Quote Date]

Quote No.

[Quote Number]

Prepared For

[Client/Company Name]

Contact Person

[Contact Name]

Email / Phone

[Contact Info]

Itinerary Details

Route	Departure Date	Return Date	Class	Travelers
[From - To]	[DD/MM/YYYY]	[DD/MM/YYYY]	[Economy/Business]	[No. of Persons]

Quotation

Description	Unit Price	Quantity	Total
Flight Fare	[Currency] [Unit Price]	[X]	[Currency] [Total]
Hotel Accommodation	[Currency] [Unit Price]	[Nights]	[Currency] [Total]
Transfers	[Currency] [Unit Price]	[X]	[Currency] [Total]
Other Services	[Currency] [Unit Price]	[X]	[Currency] [Total]
Grand Total			[Currency] [Grand Total]

Terms & Conditions

- Fares and availability are subject to change until confirmed.
- Quotation is valid for [X] days.
- Payment terms: [Insert Payment Terms].
- Cancellation policy: [Insert Policy].
- Visa and travel insurance are not included unless specified.

Prepared By

[Agent Name]

Designation

[Designation]

Agency Contact

[Phone / Email]

