

Travel Agency Quote Sheet

Client Information

Name

Enter name

Email

Enter email

Phone

Enter phone

Notes

Special requests or information

Trip Details

Destinations

e.g. Paris, Rome

Travel Dates

e.g. 10-20 Aug 2024

Travelers

Quotation

Description	Details	Unit Price	Qty	Amount
Flight	<div>Airline / Route</div>	<div></div>	<div></div>	<div></div>
Total				<div></div>

Description	Details	Unit Price	Qty	Amount
Hotel	<div>Hotel Name / Nights</div>	<div></div>	<div></div>	<div></div>
Tour/Activity	<div>Activity/Details</div>	<div></div>	<div></div>	<div></div>
Other	<div>Specify</div>	<div></div>	<div></div>	<div></div>
Total				<div></div>

Terms & Conditions

Enter terms, payment policy, cancellation, etc.

Prepared by

Agent name

Date