

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	Airline / Route			
Total				

Description	Details	Unit Price	Qty	Amount
Hotel	Hotel Name / Nig			
Tour/Activity	Activity/Details			
Other	Specify			
Total				

Terms & Conditions

Enter terms, payment policy, cancellation, etc.

Prepared by

Agent name

Date