

# Event Travel Quotation Planner

## Agency & Client Details

Agency Name

Contact Person

Phone

Email

Client/Company

Client Contact

## Event & Travel Information

Event Name

Event Date

Destination

Departure Date

Return Date

Number of Travelers

## Quotation Items

Service	Description	Unit	Qty	Unit Price	Total
Flight		person			
Hotel		room/night			
Transport		day/car			
Meals		person/meal			
Others					

#### Other Cost Details

Add extra notes or cost items

#### Subtotal

Auto-calculated

#### Tax (%)

e.g. 10

#### Total Amount

Auto-calculated

## Terms & Special Notes

Add terms, conditions, or special requests

#### Prepared by

#### Date

#### Quotation Valid Until