

Client-Focused Consultancy Quote Outline

1. Client Details

Client Name

Contact Person

Email/Phone

Date

2. Project Overview

3. Consultancy Scope

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4. Deliverables

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5. Timeline

Milestone	Expected Date

6. Fees and Payment Terms

Service/Item	Unit	Quantity	Rate	Subtotal
Total				

Payment Terms

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7. Terms & Conditions

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8. Acceptance & Sign-Off

Authorized Client Signature

Date

