

Consulting Services Quotation

Quotation Number: CQ-2024-001
Date: 2024-07-01
Valid Until: 2024-07-31

Client Information

Name/Company: [Client Name]
Contact Person: [Contact Name]
Email: [Client Email]
Phone: [Client Phone]
Address: [Client Address]

Consulting Services

Service Description	Quantity	Unit Price	Total
Business Process Analysis	10 hrs	\$120/hr	\$1,200
Strategic Planning Session	1 day	\$950	\$950
Follow-up Report	1	\$350	\$350

Summary

Subtotal	\$2,500
Discount	-\$200
Tax (10%)	\$230
Total	\$2,530

Notes

- This quote is valid until the date indicated above.
- All services can be customized upon request.
- For further clarifications, contact us at [Consultant Email/Phone].

[Your Consulting Company Name]

[Your Address] – [Your Website]

[Your Email] | [Your Phone]