

# Consultancy Quotation

**Consultant:** [Your Name / Company]

**Address:** [Your Address]

**Email:** [your@email.com]

**Phone:** [Your Phone Number]

**Date:** [DD/MM/YYYY]

## Client Details

**Client Name:** [Client Name]

**Company (if any):** [Company Name]

**Address:** [Client Address]

**Email:** [client@email.com]

**Phone:** [Client Phone Number]

## Project Description

[Brief description of consultancy services required]

## Quotation

Description	Hours / Units	Rate	Total
[Service/Task 1]	[Qty]	[Rate]	[Amount]
[Service/Task 2]	[Qty]	[Rate]	[Amount]
<b>Subtotal</b>	<b>[Subtotal]</b>		
<b>Tax [X%]</b>	<b>[Tax Amount]</b>		
<b>Total</b>	<b>[Total Amount]</b>		

## Terms & Conditions

- Quotation valid until: [Date]
- Payment terms: [e.g., 14 days from invoice]
- Services will commence upon quote acceptance.
- Additional services will be quoted separately.
- [Any other relevant term]

\_\_\_\_\_  
Consultant Signature

\_\_\_\_\_  
Client Signature