

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]
Subtotal			[Subtotal]
Tax [X%]			[Tax Amount]
Total			[Total Amount]

Terms & Conditions

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

Consultant Signature

Client Signature