

Building Maintenance Quotation

From:

Company Name

Address Line 1

Address Line 2

Phone: _____

Email: _____

To:

Client Name

Address Line 1

Address Line 2

Phone: _____

Email: _____

Quotation Details

Quotation No: _____

Date: _____

Valid Until: _____

Scope of Work

Description of maintenance services to be provided, work schedule, and any relevant notes:

| Item / Service | Description | Quantity | Unit Price | Total |
|------------------|---------------------------|--------------|------------|-------|
| Sample Service 1 | Details or specifications | _____ | _____ | _____ |
| Sample Service 2 | Details or specifications | _____ | _____ | _____ |
| | | Subtotal | _____ | |
| | | Tax (%) | _____ | |
| | | Total | _____ | |

Terms & Conditions

- Payment terms: _____
- Project duration: _____
- Other terms: _____

Authorized Signature

Date: _____

Client Signature
Date: _____