

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: _____