

# Facility Maintenance Quotation

Date: \_\_\_\_\_  
Ref No.: \_\_\_\_\_

## CLIENT DETAILS

Client Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone/Email: \_\_\_\_\_

## SCOPE OF WORK

Description	Location/Area	Frequency	Remarks
_____	_____	_____	_____
_____	_____	_____	_____

## QUOTATION SUMMARY

Item	Unit	Quantity	Unit Price	Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Grand Total				_____

## TERMS & CONDITIONS

- Validity: \_\_\_\_\_
- Payment Terms: \_\_\_\_\_
- Completion Time: \_\_\_\_\_
- Others: \_\_\_\_\_

## PREPARED BY

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_