

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: _____