

# Preventive Property Maintenance Quotation

## Client Information

Client Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone / Email: \_\_\_\_\_  
Date: \_\_\_\_\_  
Quotation Reference: \_\_\_\_\_

## Property Details

Property Address: \_\_\_\_\_  
Type of Property: \_\_\_\_\_  
Property Size / Units: \_\_\_\_\_

## Scope of Preventive Maintenance

Service Description	Frequency	Unit Cost	Total

## Summary of Costs

Description	Amount
Subtotal	_____
Discount	_____
Tax	_____
<b>Total Amount</b>	_____

## Terms & Conditions

Service period: \_\_\_\_\_  
Payment terms: \_\_\_\_\_  
Validity of quotation: \_\_\_\_\_  
Other terms: \_\_\_\_\_

Prepared by: \_\_\_\_\_  
Authorized Signature: \_\_\_\_\_