

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	_____
Total Amount	_____

Terms & Conditions

Service period: _____
Payment terms: _____
Validity of quotation: _____
Other terms: _____

Prepared by: _____
Authorized Signature: _____