

Rental Property Maintenance Quotation

From:

Company Name
Address Line 1
Address Line 2
Phone: (123) 456-7890
Email: info@example.com

To:

Client Name
Property Address
Phone: (098) 765-4321
Email: client@example.com

Quotation Details

Date: _____
Quotation No.: _____
Reference: _____

Scope of Work

Please find below the estimated costs for the requested maintenance work at your rental property.

Description	Quantity	Unit Price	Amount
Item/Service 1	1	_____	_____
Item/Service 2	1	_____	_____
Item/Service 3	1	_____	_____
Subtotal			_____
Tax (%)			_____
Total			_____

Terms & Conditions

- Quotation valid for 30 days from date of issue.
- All prices are exclusive of taxes unless stated otherwise.
- Payment due within 15 days upon completion of work.
- Any additional work will be quoted separately.

Prepared by: _____
Date: _____

For queries, please contact us at the details provided above.