

Basic IT Services Quotation Form

Client Information

Company Name

Contact Person

Email

Phone

Address

Service Details

Service Description

Requested Date

Quotation

Service/Item	Description	Quantity	Unit Price	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Subtotal

Tax (%)

Total Amount

Remarks

Authorized Signature

Name / Signature

Date