

Workshop Quotation

From:

[Your Company Name]

[Address Line 1]

[Address Line 2]

[Contact Number]

[Email]

To:

[Client Name / Group Name]

[Client Address Line 1]

[Client Address Line 2]

[Contact Number]

[Email]

Date: [Date]

Quotation No.: [Quotation Number]

Workshop Details

Workshop Title: [Title]

Date(s): [Proposed Date(s)]

Time: [Time]

Venue: [Venue]

No. of Participants: [Participants]

Duration: [Duration]

Facilitator(s): [Name(s)]

Quotation Breakdown

Description	Quantity	Unit Price	Total
[Item / Service 1]	[QTY]	[Unit Price]	[Total]
[Item / Service 2]	[QTY]	[Unit Price]	[Total]
Subtotal			[Subtotal]
Tax/Other (if any)			[Tax/Other]
Grand Total			[Grand Total]

Terms & Conditions

- Quotation valid until: [Validity Date]
- Payment Terms: [Payment Terms]
- Other terms: [Other Terms]

Note: This is a sample quotation. Please replace bracketed text with actual details.

Authorized Signature