

# 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.

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Authorized Signature