

# Logistics Service Quotation

## Company Information

Company Name

Enter your company name

Date

Address

Enter address

Contact Person

Name

Phone

Phone number

Email

Email address

## Client Information

Client Name

Client's name

Client Company

Company

Address

Address

Phone

Phone

Email

Email

## Quotation Details

Quotation Number

e.g. QUO-2024-XYZ

Validity

e.g. 30 days

Service Description

Describe services to be provided

## Service Charges

Service	Unit	Quantity	Rate	Total
e.g. Freight Trans	e.g. Per Trip			
<b>Subtotal</b>				
<b>Tax (%)</b>				
<b>Grand Total</b>				

## Terms & Conditions

Specify terms and conditions here

## Authorized Signature

Name

Date

Position