

Service Quotation

Agency Details

Agency Name: _____

Address: _____

Contact Person: _____

Email / Phone: _____

Date: _____

Quotation Ref.: _____

Client Details

Client Name: _____

Company (if any): _____

Contact: _____

Email / Phone: _____

Scope of Services

- Service 1: _____
- Service 2: _____
- Service 3: _____

Quotation

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

Terms & Conditions

- Payment Terms: _____
- Validity: _____
- Delivery/Completion Timeline: _____
- Other Notes: _____

Authorized Signature (Agency)

Client Approval