

Professional Services Quotation

Prepared For:	[Client Name]	Date:	[Date]
Project Name:	[Project Title]	Quotation No.:	[Quotation ID]
Prepared By:	[Your Company/Name]	Validity:	[Validity Period]

Project Description

[Brief description of the project scope and objectives.]

Services & Fees

#	Service Description	Unit	Qty	Unit Price	Amount
1	[Service Item 1]	[Unit]	[Qty]	[Unit Price]	[Amount]
2	[Service Item 2]	[Unit]	[Qty]	[Unit Price]	[Amount]
Subtotal					[Subtotal]
Tax ([%])					[Tax Amount]
Total Amount					[Total]

Terms & Conditions

- Payment terms: [e.g., 50% upfront, 50% upon completion]
- Delivery timeline: [e.g., Project will be completed within X weeks of approval]
- Other terms: [e.g., Any changes to the scope may affect the fees]

For any queries, please contact: [Your Contact Name, Email, Phone]
Thank you for considering our services.