

# Service Proposal & Quotation

Date: \_\_\_\_\_

Proposal Number: \_\_\_\_\_

## Prepared For

Client Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

## Prepared By

Your Name / Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Email: \_\_\_\_\_

## Service Description

(Brief description of the services to be provided)

## Quotation Details

Service/Item	Description	Quantity	Unit Price	Amount
Total				_____

## Terms & Conditions

(Payment terms, service delivery schedule, validity, etc.)

Client Acknowledgement

\_\_\_\_\_  
Signature & Date

Authorized By (Service Provider)

\_\_\_\_\_  
Signature & Date