

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