

Business Name

Address Line 1

Address Line 2

Email: email@business.com

Phone: +123 456 7890

Client Name

Company / Address

Email: client@email.com

Phone: +098 765 4321

SERVICE QUOTATION SHEET

Quotation No: _____

Date: __/__/__

Valid Until: __/__/__

Prepared By: _____

Service Description	Quantity	Unit Price	Total
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Subtotal _____

Tax (%) _____

Total _____**Notes / Terms:**

Authorized Signature_____
Client Signature