

# Freelance Quotation

## Freelancer Details

Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Website: \_\_\_\_\_

## Client Details

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

## Quote Info

Quote #: \_\_\_\_\_  
Date: \_\_\_\_\_  
Valid Until: \_\_\_\_\_

## Project Description

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## Services & Pricing

Service	Description	Qty/Hrs	Price	Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Subtotal: \_\_\_\_\_

Discount: \_\_\_\_\_

Tax (%): \_\_\_\_\_

**Total:** \_\_\_\_\_

## Terms & Conditions

- Project commencement upon client approval and signed agreement.
- 50% upfront payment required to secure the project slot.
- Balance due upon project completion and before final delivery.
- Revisions included: \_\_\_\_\_ rounds. Extra revisions may incur additional charges.
- Quote valid until: \_\_\_\_\_
- All prices are in \_\_\_\_\_ (currency).

Client Signature: \_\_\_\_\_

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

