

Hourly Rate Quotation

Freelancer Name / Company:

Email:

Phone:

Client Name / Company:

Contact Person:

Email:

Quotation Number:

Date:

Project Description

Service / Task Description	Estimated Hours	Hourly Rate	Line Total
Subtotal			
Tax / VAT (%)			
Total			

Terms & Conditions

- Quotation valid until:
- Payment terms:
- Other notes:

Freelancer Signature

Client Signature