

Freelance Services Quote

Freelancer

[Your Name]
[Your Address]
[City, Postal Code]
[Email]
[Phone]

Client

[Client Name]
[Client Company]
[Client Address]
[City, Postal Code]
[Email]

Quote Details

Quote #: [####]
Date: [YYYY-MM-DD]
Valid Until: [YYYY-MM-DD]

Service Description

Service	Details	Qty / Hrs	Rate	Amount
[Service 1]	[Service description]	[X]	[Currency] [Rate]	[Currency] [Amount]
[Service 2]	[Service description]	[X]	[Currency] [Rate]	[Currency] [Amount]
[Service 3]	[Optional service description]	[X]	[Currency] [Rate]	[Currency] [Amount]

Subtotal	[Currency] [Subtotal]
Tax ([%] Rate)	[Currency] [Tax]
Total	[Currency] [Total]

Notes

- Estimated delivery: [xx] business days from project start date.
- Payment terms: [e.g., 50% upfront, 50% upon completion].
- This quote is valid until [expiry date], after which prices may be subject to change.

[Your Name] | Professional Freelance Services