

Freelancer

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

Client

Company: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Email: \_\_\_\_\_

Project Quotation Sheet

Date: \_\_\_\_\_  
Quotation No.: \_\_\_\_\_

Project Details

Project Title: \_\_\_\_\_  
Description:

Quotation Breakdown

Item/Service	Description	Qty	Price
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Subtotal \_\_\_\_\_  
Tax (%) \_\_\_\_\_  
Total \_\_\_\_\_

Payment Terms

\_\_\_\_\_

Freelancer's Signature

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

Client's Signature

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

