

Consulting Quotation Template

Consultant/Agency Name

Client Name

Date

Consultant Address

Client Address

Project / Service Description

Quotation Details

#	Description of Service	Hours / Qty	Rate	Total
1				
2				
3				
	Subtotal			
	Tax (%)			
	Total Amount			

Terms & Conditions

Validity (e.g., Quotation valid until...)

Consultant Signature

Client Signature

Note: This is a sample blank quotation template. Please fill all relevant sections before sending to client.