

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.