

# IT Services Quotation Template

## Provider Details

Company Name:

Contact Person:

Email:

Phone:

Address:

## Client Details

Company Name:

Contact Person:

Email:

Phone:

Address:

## Quotation Info

Quotation Number:

Issue Date:

Valid Until:

## Scope of Services

Description of requested IT services and requirements:

## Quotation

#	Service Description	Unit	Quantity	Unit Price	Total Price
1					
2					
3					
					Subtotal
					Taxes (%)
					<b>Total</b>

## Terms & Conditions

Payment Terms:

Delivery Timeline:

Other Notes:

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Authorized Signature (Provider)

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Authorized Signature (Client)