

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 (%) | |
| | | | | Total | |

Terms & Conditions

Payment Terms:

Delivery Timeline:

Other Notes:

Authorized Signature (Provider)

Authorized Signature (Client)