

# Project Quotation

Project/Quotation No.:

Date:

## Client Details

Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

## Vendor Details

Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

## Scope of Work / Description

## Quotation Details

Item/Service	Quantity	Unit Price	Total
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Subtotal			_____
Tax			_____
Total Amount			_____

## Terms & Conditions

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Authorized Signature (Vendor):

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Name & Position:

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Date:

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Authorized Signature (Client):

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Name & Position:

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Date: