

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):

Name & Position:

Date:

Authorized Signature (Client):

Name & Position:

Date:
