

IT Project Quotation

Date: _____

Quotation #: _____

Valid Until: _____

Company Information

From:

Company Name: _____
Address: _____
Email: _____
Phone: _____

To (Client):

Client Name: _____
Address: _____
Email: _____
Phone: _____

Project Overview

Project Title: _____

Project Description/Scope:

Quotation Details

#	Item / Service	Description	Qty	Unit Price	Total
1					
2					
Subtotal					
Tax (%)					
Total Amount					

Terms & Conditions

Prepared By:

Approved By (Client):
