

# 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):**

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