

IT Services Quotation

From:

Company Name

Address Line 1

Address Line 2

Phone:

Email:

To:

Client Name

Address Line 1

Address Line 2

Phone:

Email:

Quotation Details:

Quotation No:

Date:

Valid Until:

Service Description & Pricing

Service / Item	Description	Qty	Unit Price	Total

Subtotal:

Tax (%):

Total:

Terms & Conditions

- Payment Terms:
- Delivery Timeline:
- Other Terms:

Notes:

Please review and contact us for any adjustments or questions regarding this quotation.

Authorized Signature: _____ Date: _____