

Event Quotation

To:

Company Name:

From:

Vendor Company:

Date:

Quotation No.:

Event Details

Event Name:

Event Date:

Venue:

Quotation

No.	Description	Qty	Unit Price	Total
1	_____	—	_____	_____
2	_____	—	_____	_____
3	_____	—	_____	_____
Subtotal				_____
Tax (%)				_____
Total Amount				_____

Terms & Conditions

- Validity of Quotation: _____
- Payment Terms: _____
- Additional Notes: _____

Prepared by:

Signature: