

# 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: