

Event Quotation

Planner Details

Company Name: _____

Contact Name: _____

Phone: _____

Email: _____

Client Details

Client Name: _____

Organization: _____

Phone: _____

Email: _____

Event Information

Event Name: _____

Event Date: _____

Event Location: _____

Number of Guests: _____

Event Type: _____

Quotation Details

Description	Quantity	Unit Price	Total
_____	—	—	—
_____	—	—	—
_____	—	—	—
Subtotal			—
Tax (%)			—
Total			—

Notes / Terms & Conditions

Planner Signature & Date

Client Signature & Date