

Event Management Quotation

Company Name

Company Address Line 1

Company Address Line 2

Phone: (xxx) xxx-xxxx | Email: info@company.com

Client Name:	_____	Quotation No.:	_____
Event Name:	_____	Date:	____/____/____
Event Venue:	_____	Prepared By:	_____

Quotation Details

#	Description	Unit	Quantity	Unit Price	Amount
1	Venue Decoration	Package			
2	Catering Services	Person			
3	Audio/Visual Setup	Set			

Subtotal	_____
Discount	_____
Tax (%)	_____
Total Amount	_____

Terms & Conditions

- Quotation is valid for ____ days from the date of issue.
- 50% advance payment required for booking confirmation.
- Balance to be paid on or before the event date.
- Any changes in requirements may result in a revised quotation.
- Other terms as applicable.

Authorized Signature
(Event Management)

Client Signature
(Client)

Thank you for considering our services!