

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!