

Consulting Quote Template

Advisory Engagement

Consultant

Company Name: _____

Contact: _____

Email: _____

Phone: _____

Client

Company Name: _____

Contact: _____

Email: _____

Phone: _____

Engagement Overview

Description of advisory services, objectives, and expected outcomes.

Scope of Work

- Advisory Meetings: _____
- Documentation/Reports: _____
- Other Deliverables: _____

Fees & Payment Terms

Service/Task	Unit	Qty	Rate	Subtotal
Example: Consultation Meeting	Hour	_____	\$_____	\$_____
_____	_____	_____	\$_____	\$_____
Total				\$_____

Payment Terms: Payment due within _____ days of invoice date.

Validity: This quote is valid until _____.

Terms & Conditions

- All information exchanged shall remain confidential.
- Any additional work beyond the scope shall be quoted separately.
- Engagement may be terminated by either party with written notice.
- Other terms: _____

Consultant Signature

Client Signature

Date: _____