

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

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

Consultant Signature

Client Signature _____

Date: _____

Date: _____