

Consulting Quotation Template

Consultant Information

Company Name: _____
Address: _____
Email: _____
Phone: _____

Client Information

Client Name: _____
Address: _____
Email: _____
Phone: _____

Quotation Details

Date: _____
Quotation #: _____
Valid Until: _____

Services Description

Describe the consulting services to be provided...

Fees and Pricing

Service/Item	Description	Quantity/Hours	Unit Price	Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
			Subtotal	_____
			Tax	_____
			Total	_____

Terms & Conditions

Enter terms of payment, delivery, and other conditions...

Acceptance

To accept this quotation, please sign and return a copy.

Consultant Signature
Date: _____

Client Signature
Date: _____