

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: _____