

Consulting Project Quotation

Prepared For

Client Name:
Company:
Email:
Phone:

Prepared By

Consultant Name:
Company:
Email:
Phone:

Project Overview

[Provide a brief description of the project, objectives, and scope.]

Scope of Services

- [Service 1 description]
- [Service 2 description]
- [Service 3 description]

Quotation

Service / Item	Description	Hours/Qty	Rate	Total
[Sample Service 1]	[Description]	[#]	[Rate]	[Subtotal]
[Sample Service 2]	[Description]	[#]	[Rate]	[Subtotal]
Subtotal				[Subtotal Amount]
Tax (if applicable)				[Tax Amount]
Total				[Total Amount]

Payment Terms

[Specify payment schedule, methods, and terms.]

Validity

This quotation is valid until [Date].

Acceptance

Please sign below to indicate acceptance of this quotation and terms.

Client Signature
Date:

Consultant Signature

Date: