

# 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]
				<b>Subtotal</b> [Subtotal Amount]
				<b>Tax (if applicable)</b> [Tax Amount]
				<b>Total</b> [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:

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Consultant Signature

Date: