

Consulting Quote Template

Consulting Firm:	[Your Company Name]
Prepared For:	[Client Name]
Date:	[Date]
Reference #:	[Quote/Proposal ID]
Contact:	[Your Contact Email / Phone]

Project Overview

[Brief description of the project goals, objectives, and scope.]

Scope of Services

- [Service or deliverable 1]
- [Service or deliverable 2]
- [Service or deliverable 3]
- [Add or remove items as necessary]

Project Timeline

[Provide project start date, major phases, milestones, and estimated completion date.]

Fee Structure

Description	Rate	Quantity/Hours	Subtotal
[Consulting Service 1]	[Rate 1]	[Quantity 1]	[Subtotal 1]
[Consulting Service 2]	[Rate 2]	[Quantity 2]	[Subtotal 2]
[Additional Service]	[Rate 3]	[Quantity 3]	[Subtotal 3]

Subtotal: **[Subtotal Amount]**

Taxes: **[Tax Amount]**

Total: **[Total Amount]**

Terms & Conditions

- Payment terms: [e.g. 30 days upon receipt of invoice]
- Validity: [e.g. This quote is valid for 30 days]
- Other terms: [e.g. Revisions, Additional Costs, etc.]

Approval & Acceptance

Kindly sign below to indicate acceptance of this quote and the accompanying terms.

[Consultant Signature]

Date: _____

[Client Signature]

Date: _____