

Consulting Firm Name

123 Business Avenue

City, State ZIP

Phone: (123) 456-7890

Email: info@consult.com

Consulting Quotation

Quotation To:

Client Company Name

Attn: Contact Person

Address Line 1

City, State ZIP

Email: client@email.com

Quotation Details

Quotation #:

Date:

Valid Until:

Service Description & Pricing

Service/Description	Hours/Units	Rate	Amount
Consultation Session	10	\$100	\$1,000
Business Analysis Report	1	\$800	\$800
Subtotal			\$1,800
Tax (10%)			\$180
Total			\$1,980

Notes

- This quotation is valid for 30 days from the date issued.
- Services will commence upon acceptance and signing of agreement.
- Payment terms: 50% advance, 50% upon completion.

Authorized Signature

Date