

Business Travel Quotation

Quotation No: _____

Date: _____

Prepared For: _____

Company: _____

Prepared By: _____

Contact: _____

Trip Details

Destination: _____

Departure Date: _____

Return Date: _____

No. of Travelers: _____

Purpose: _____

Quotation

Description	Details	Unit Price	Qty	Total
Flight Tickets	_____	_____	_____	_____
Hotel Accommodation	_____	_____	_____	_____
Transportation	_____	_____	_____	_____
Meals	_____	_____	_____	_____
Other Expenses	_____	_____	_____	_____
				Sub Total _____
				Tax (%) _____
				Grand Total _____

Terms & Conditions

- Quotation valid until: _____
- Payment terms: _____
- Cancellations & refunds subject to policy.
- Any changes may affect the total cost.

Authorized Signature:

Date: