

# Vacation Planning Quotation Outline

## Client Information

<b>Client Name</b>
<b>Contact Number</b>
<b>Email</b>
<b>Number of Travelers</b>
<b>Travel Dates</b>

## Trip Details

<b>Destination(s)</b>
<b>Duration</b>
<b>Preferred Hotel Type/Class</b>
<b>Room Type(s)</b>
<b>Transportation</b>
<b>Special Requests</b>

## Quotation Summary

Description	Quantity	Unit Price	Total
Airfare			
Hotel Accommodation			
Transfers & Transportation			
Tours & Activities			
Travel Insurance			
<b>Total Quotation</b>			

## Terms & Conditions

- This quotation is valid until: \_\_\_\_\_
- Prices are subject to change based on availability at the time of booking.
- Payment terms: \_\_\_\_\_
- Cancellation policy: \_\_\_\_\_

## Contact Information

<b>Agency Name</b>
<b>Agent Name</b>
<b>Phone</b>

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**Email**

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**Address**

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