

# Vacation Planning Quotation Outline

## Client Information

**Client Name**

**Contact Number**

**Email**

**Number of Travelers**

**Travel Dates**

## Trip Details

**Destination(s)**

**Duration**

**Preferred Hotel Type/Class**

**Room Type(s)**

**Transportation**

**Special Requests**

## 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

**Agency Name**

**Agent Name**

**Phone**

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**Email**

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**Address**

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