

Company Name

Address: [Company Address]
Phone: [Company Phone]
Email: [Company Email]

Quotation For

Client Name: [Client Name]
Address: [Client Address]
Email: [Client Email]

Quotation No: [QTN12345]
Date: [YYYY-MM-DD]
Project Name: [Project Title]
Prepared By: [Prepared By]
Valid Until: [YYYY-MM-DD]

Project Overview

[Brief description of the project objectives, services to be provided, and other important notes.]

Quotation Details

Description	Unit	Qty	Unit Price	Total
Service 1 Description	Hour	20	\$100	\$2,000
Service 2 Description	Item	3	\$300	\$900
Service 3 Description	Day	2	\$600	\$1,200
			Subtotal	\$4,100
			Tax [10%]	\$410
			Grand Total	\$4,510

Terms and Conditions

- This quotation is valid until [validity date].
- Payment terms: [Payment Conditions/Days].
- Work will commence upon receipt of signed quotation and initial payment.
- Additional services will be quoted separately.

Authorized Signature

Client Signature

