

# Outline Quotation for Project Services

**To:** [Client Company Name]  
**Attn:** [Client Contact Name]  
**Address:** [Client Address]  
**From:** [Your Company Name]  
**Date:** [Quotation Date]  
**Quotation No.:** [Quote Number]

## 1. Project Title

[Project Name or Brief Description]

## 2. Scope of Services

- [Service Item 1]
- [Service Item 2]
- [Service Item 3]

## 3. Deliverables

- [Deliverable 1]
- [Deliverable 2]
- [Deliverable 3]

## 4. Project Timeline

**Estimated Start Date:** [Start Date]  
**Estimated Completion Date:** [End Date]

- [Milestone 1] - [Date]
- [Milestone 2] - [Date]

## 5. Quotation

Description	Quantity	Unit Price	Amount
[Service 1]	[Qty]	[Unit Price]	[Amount]
[Service 2]	[Qty]	[Unit Price]	[Amount]
Total			[Total Amount]

## 6. Terms & Conditions

- Payment terms: [e.g., 50% upfront, 50% on completion]
- Quotation validity: [e.g., Valid for 30 days]
- Other conditions: [Specify]

Authorized Signature  
Date: \_\_\_\_\_

Client Acceptance  
Date: \_\_\_\_\_