

Service Quotation Outline

1. Project Information

Project Name: _____
Client Name: _____
Date: _____
Prepared By: _____

2. Scope of Services

Description:

3. Quotation Breakdown

Service/Item	Description	Quantity	Unit Price	Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Subtotal: _____
Tax (%): _____
Total Amount: _____

4. Terms & Conditions

5. Approval

Client Signature: _____ Date: _____
Company Representative: _____ Date: _____