

# 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:

Company Representative:

Date:

Date: