

Copywriting Services Quotation

From:

Company Name:

Address:

Email:

Phone:

To:

Client Name:

Address:

Email:

Phone:

Quotation Details

Date:

Quotation No:

Valid Until:

Service Breakdown

Description	Quantity/Words	Unit Price	Total
Subtotal			
Tax (%)			
Grand Total			

Terms & Conditions

- Payment is due within [number] days after invoice date.
- Any additional work not specified above will be quoted separately.
- All content is subject to client approval and includes [number] rounds of revisions.
- Other conditions as agreed upon.

Prepared by:

Name & Signature

Date: _____

Approved by (Client): _____

Name & Signature

Date: _____

