

# 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: \_\_\_\_\_

