

Basic Maintenance Job Quotation

From:
[Your Company Name]
[Address Line 1]
[Address Line 2]
[Phone]
[Email]

To:
[Client Name]
[Client Address Line 1]
[Client Address Line 2]
[Client Phone]
[Client Email]
Date: [DD/MM/YYYY]
Quotation #: [0001]

Job Description

[Brief maintenance job description here]

Quotation Details

Item/Service	Description	Qty	Unit Price	Total
[Item 1]	[Description]	1	\$0.00	\$0.00
[Item 2]	[Description]	1	\$0.00	\$0.00

Subtotal: \$0.00
Tax: \$0.00
Total: \$0.00

Terms & Conditions

[Specify payment terms, validity of quotation, warranty, etc.]

Prepared By

Accepted By (Client)