

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)