

# Consultancy Services Quotation

## Prepared For:

[Client Name]  
[Client Address]  
[Client Contact]

## Prepared By:

[Consultancy Name]  
[Consultant Name]  
[Email / Phone]

## Date:

[Date]

## Quotation Ref:

[Reference Number]

## 1. Project Overview

[Brief description of the client requirements and project objectives]

## 2. Proposed Consultancy Services

Service/Task	Description	Estimated Timeline
[Service 1]	[Description of Service 1]	[Timeline]
[Service 2]	[Description of Service 2]	[Timeline]

## 3. Fee Structure

Service/Task	Unit Cost	Quantity	Total
[Service 1]	[Unit Cost]	[Qty]	[Total]
[Service 2]	[Unit Cost]	[Qty]	[Total]

**Grand Total:** [Total Amount]

## 4. Terms & Conditions

- [Payment terms and schedule]
- [Validity period of quotation]
- [Revisions or change requests policy]
- [Other special conditions]

## 5. Acceptance

If you wish to proceed with the services outlined above, please sign below and return a copy.

Name & Signature

Date: \_\_\_\_\_

