

Quotation for Consulting Services

Consulting Firm:

[Your Firm Name]

[Address Line 1]

[Address Line 2]

[Email] | [Phone]

Date: [Date]

Quotation #: [Quote Number]

Client Information

[Client Company Name]

[Client Address Line 1]

[Client Address Line 2]

[Client Email] | [Client Phone]

Project Details

[Brief description of the project and services required]

Services & Fees

Service Description	Quantity	Unit Price	Total
[Consulting Service 1]	[Qty]	[Unit Price]	[Total]
[Consulting Service 2]	[Qty]	[Unit Price]	[Total]
Subtotal	[Subtotal]		
Tax ([%])	[Tax]		
Total	[Grand Total]		

Payment Terms

[Payment terms and conditions, e.g., 50% upfront, 50% upon completion. Payment due within 30 days of invoice.]

Validity

[This quotation is valid for 30 days from the date above.]

Authorized Signature

[Your Name]

[Title]

Client Signature

[Client Name]

[Title]