

# 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]		
<b>Total</b>	<b>[Grand Total]</b>		

## 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]