

IT Quotation Template

Data Migration Project

Quotation Details

Quotation Ref: _____

Date: _____

Valid Until: _____

Client Information

Client Name/Company: _____

Contact Person: _____

Email/Phone: _____

Address: _____

Project Scope Overview

Description of Data Migration Project: _____

Source System(s): _____

Target System(s): _____

Estimated Data Volume: _____

Timeline/Duration: _____

Quotation Breakdown

Service/Item Description	Qty/Hrs	Unit Rate	Amount
Subtotal	_____		
Taxes	_____		
Total Amount	_____		

Terms & Conditions

Payment Terms: _____

Project Timeline/Delivery: _____

Additional Notes: _____

Authorized By (Company Rep)

Date: _____

Accepted By (Client)

Date: _____

