

IT Quotation Template

Consulting Company Name

Company Name

Address

Address

Contact Name

Contact Name

Email

Email

Phone

Phone Number

Date

YYYY-MM-DD

Quotation #

Quotation Number

Valid Until

YYYY-MM-DD

Client Details

Client Company Name

Client Contact Name

Client Email

Client Address

Client Phone

Project / Services Description

Description of consulting

Quotation Details

Description	Hours / Qty	Rate / Unit	Total
<div>Service Description</div>	<div>0</div>	<div>0.00</div>	<div>0.00</div>
<div>Service Description</div>	<div>0</div>	<div>0.00</div>	<div>0.00</div>
Subtotal			<div>0.00</div>
Tax (%)			<div>0.00</div>
Grand Total			<div>0.00</div>

Terms & Conditions

Payment terms, validity,

Prepared By

Name

Signature

Date

YYYY-MM-DD