

IT Quotation Template

Software Maintenance Services

Quotation Number:

Date:

Client Information

Company Name:

Contact Person:

Address:

Email/Phone:

Service Details

Service Description:

Period of Maintenance:

to

Scope of Work:

-
-
-

Quotation

Description	Unit	Quantity	Unit Price	Total
Grand Total				

Terms & Conditions

1. _____
2. _____
3. _____

Prepared By:

Name: _____

Signature: _____

Date: _____

Accepted By (Client): _____

Name: _____

Signature: _____

Date: _____