

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: _____