

# IT Quotation Template

Company Name:

Quotation #:

Date:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Client Name:

Contact Person:

Email / Phone:

## Scope of Work / Technical Support Services

Description	Unit	Quantity	Unit Price	Total

Subtotal

Tax (%)

Total Amount

## Terms and Conditions:

- Quotation valid until: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- Payment terms: \_\_\_\_\_
- Service duration: \_\_\_\_\_
- Other terms: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Client Signature