

Quotation

Quotation No.: _____

Date: _____ / _____ / _____

Client Name: _____

Client Address: _____

Contact Person: _____

Project Details

Project Name: _____

Location: _____

Description: _____

Quotation Items

#	Description	Unit	Quantity	Unit Price	Total
1					
2					
3					
4					

Subtotal: _____

Tax (%): _____

Total Amount: _____

Notes / Terms & Conditions

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Authorized Signature

Name: _____

Client Signature

Name: _____