

Blank Quotation Template

FROM (VENDOR)

Company Name:

Address:

Email:

Phone:

TO (CLIENT)

Client Name:

Company:

Address:

Email:

QUOTATION DETAILS

Quotation No.:

Date:

Valid Until:

Project / Solution

Description:

Scope of Work / Notes:

Itemized Pricing

#	Description	Quantity	Unit Price	Total
1				
2				

Subtotal:

Discount:

Tax (if any):

Total:

Terms & Conditions

- Payment Terms:
- Delivery Timeline:
- Support & Maintenance:
- Other:

Prepared By:

Date:

Signature: