

Blank Quotation Template for Maintenance Contracts

Date:

Quotation No.:

To (Client Name):

Address:

Company Details

Company Name:

Address:

Contact Person:

Phone/Email:

Quotation Description

Subject:

Description/Scope of Work:

Itemized Quotation

#	Description	Unit	Quantity	Unit Price	Total
1					
2					
3					

Subtotal:

Tax (%):

Total Amount:

Terms & Conditions

Valid Until:

Prepared by:

Authorized Signature:
