

Business Service Quotation

Supplier Information

Company Name: _____

Contact Person: _____

Address: _____

Email: _____

Phone: _____

Client Information

Client Name: _____

Contact Person: _____

Address: _____

Email: _____

Phone: _____

Quotation No: _____

Date: _____

Valid Until: _____

Services Description

Service	Description	Qty	Unit Price	Total
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Subtotal _____

Tax (____%) _____

Total Amount _____

Notes:

Supplier Signature & Date

Client Signature & Date