

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 |
|--------------|-------------|-----|------------|-------|
| _____ | _____ | --- | --- | --- |
| _____ | _____ | --- | --- | --- |
| Subtotal | | | | --- |
| Tax (____%) | | | | --- |
| Total Amount | | | | --- |

Notes:

Supplier Signature & Date

Client Signature & Date