Detailed Service Quotation

From:
[Your Company Name]
[Address Line 1]
[Address Line 2]
[Contact Number]
[Email Address]
To:
[Client Name]
[Client Company Name]
[Client Address Line 1]
[Client Address Line 2]

Quotation Date:
[Date]
Quotation Number:
[Quote #]

Services Description

#	Service Name/Description	Unit	Quantity	Unit Price	Subtotal
1	[Service 1 Description]	[Unit]	[Qty]	[Unit Price]	[Subtotal]
2	[Service 2 Description]	[Unit]	[Qty]	[Unit Price]	[Subtotal]

Summary

Total (before tax)	[Total Amount]
Tax [%/Amount]	[Tax Value]
Grand Total	[Final Amount]

Terms & Conditions

- Payment Terms: [Specify, e.g. 50% advance, balance on completion]
- Validity: Quotation valid until [Date]
- Delivery/Completion Timeline: [Specify]
- Other Terms: [Specify if any]

Prepared By:
[Your Name / Designation]

_____
Date: _____

Client Acceptance:

Date: _____