

# Professional Service Quote

**From:**  
[Your Company Name]  
[Address Line 1]  
[Address Line 2]  
[Phone Number]  
[Email Address]

**To (Client):**  
[Client Name]  
[Client Company]  
[Client Address Line 1]  
[Client Address Line 2]

**Quote Number:** [####]  
**Date:** [YYYY-MM-DD]  
**Valid Until:** [YYYY-MM-DD]

## Service Description

[Brief overview of services provided. Describe the scope, objectives, and any important notes relevant to the client's requirements.]

Service / Item	Description	Quantity	Unit Price	Total
[Service 1]	[Description 1]	[Qty]	[Unit Price]	[Line Total]
[Service 2]	[Description 2]	[Qty]	[Unit Price]	[Line Total]

[Subtotal Amount]

Subtotal:

[Tax Amount]

Tax ([%]):

Total:

**[Grand Total]**  
**Terms & Conditions**

- Payment terms: [e.g., 50% upfront, 50% upon completion]
- Project timeline: [e.g., Start date – End date]
- Any changes to scope may affect pricing.
- Quote valid for [number] days.
- Other specific terms relevant to the agreement.

Authorized Representative (Your Company)

Client Signature

This quote is provided as an estimate only and does not constitute a binding contract until accepted by both parties.