

# Service Proposal Quotation Sheet

Date

\_\_\_\_\_  
Proposal Number

\_\_\_\_\_  
Validity

## Prepared For

Client Name

\_\_\_\_\_  
Company/Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
Contact Person / Email / Phone

## Prepared By

Service Provider

\_\_\_\_\_  
Contact Person / Email / Phone

## Service Details

Description

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Quotation

Service Item	Qty	Unit Price	Total
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Subtotal			_____
Tax (%)			_____
Total Amount			_____

## Terms & Conditions

\_\_\_\_\_  
\_\_\_\_\_

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Authorized Signature (Service  
Provider)

\_\_\_\_\_  
Date: \_\_\_\_\_

Accepted By (Client)

\_\_\_\_\_  
Date: \_\_\_\_\_

**Note:** Please review the details above. Do not hesitate to contact us for any clarification.