

# Service Proposal Quotation Sheet

Date

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Proposal Number

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Validity

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## Prepared For

Client Name

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Company/Organization

---

Address

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Contact Person / Email / Phone

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## Prepared By

Service Provider

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Contact Person / Email / Phone

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## Service Details

Description

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## Quotation

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

## Terms & Conditions

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Authorized Signature (Service Provider)

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Date: \_\_\_\_\_  
Accepted By (Client)

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

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