

Freelance Writer Quotation Sheet

Date

YYYY-MM-DD

Quotation #

e.g., 0001

Client Name

Client Name

Client Email

Client Email

Company (optional)

Company

Project Description

Brief description of the writing project

Service / Article Title	Quantity	Unit Rate	Total
<div>e.g., Blog Post</div>	<div>e.g., 2</div>	<div>e.g., 150</div>	<div>e.g., 300</div>
<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>
Subtotal			<div></div>
Taxes / VAT			<div></div>
Total			<div></div>

Additional Notes / Terms

Payment terms, delivery timeline, etc.

Writer's Signature

Client's Signature