

Project Quote

From: Your Agency Name
To: Client Name
Date: [Quote Date]
Quote #: [0001]

PROJECT OVERVIEW

Project Name [Project Title]
Project Description [Brief summary of the project scope, goals, and deliverables]
Timeline [Estimated Start & End Dates]

QUOTATION DETAILS

Service	Quantity	Unit Price	Subtotal
[Service 1]	[Qty]	[Price]	[Subtotal]
[Service 2]	[Qty]	[Price]	[Subtotal]
Total			[Total Amount]

TERMS & NOTES

- Payment Terms: [e.g., 50% upfront, 50% upon completion]
- Validity: [e.g., This quote is valid for 30 days]
- Revisions: [e.g., 2 rounds of revisions included]
- Additional Notes: [Any relevant notes or terms specific to this project]

Authorized Signature (Agency)

Client Signature

Your Agency Name • Address • Contact Info • Website URL