

# 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