

Event Photography Quotation

From:

Company Name

Address Line 1

Address Line 2

Phone:

Email:

To:

Client Name

Company (if applicable)

Address Line 1

Address Line 2

Phone:

Email:

Date: _____

Quotation Number: _____

Event Details

Event Name	_____
Date & Time	_____
Venue	_____
Estimated Duration	_____
No. of Guests	_____

Quotation

Description	Unit	Qty	Unit Price	Amount
Event Photography (hours)	Hour	___	___	___
Photographer(s)	Person	___	___	___
Photo Editing	Set	___	___	___
Other Services				
Subtotal				___
Tax/VAT (%)				___
Total Amount				___

Terms & Conditions

- Quotation valid until: _____
- Payment terms: _____
- Booking confirmation upon deposit: _____
- Cancellation policy: _____
- Deliverables: _____

Authorized Signature (Photographer)

Name:

Date: _____

Client Signature

Name:
Date: