

Corporate Travel Quotation

Company Details

Client Company	[Company Name]
Contact Person	[Name]
Email	[Email Address]
Phone	[Phone Number]
Date of Quotation	[Date]

Package Overview

Package Name	[Package Title]
Destination(s)	[Destinations]
Travel Dates	[Departure - Return]
No. of Pax	[Number of Travellers]
Duration	[Nights/Days]

Inclusions

- [Accommodation details]
- [Transportation]
- [Meals]
- [Activities/Tours]
- [Travel Insurance]
- [Other inclusions]

Exclusions

- [Flights not included]
- [Personal expenses]
- [Visa fees]
- [Other exclusions]

Pricing Details

Description	Unit Price	Quantity	Total
[Example: Accommodation]	[XXX]	[X]	[XXX]
[Example: Transfers]	[XXX]	[X]	[XXX]
[Other services]	[XXX]	[X]	[XXX]
Grand Total			[Grand Total Amount]

Terms: Prices are per person/group as specified. Rates are subject to availability and may change prior to confirmation. Taxes as applicable.

Terms & Conditions

- Quotation is valid until: [Date]
- Payment terms: [Details]
- Cancellation policy: [Details]
- Other conditions: [Details]

Prepared By:

Name: _____
Signature: _____
Date: _____

Approved By (Client):

Name: _____
Signature: _____
Date: _____