

# Group Travel Quote Template

Agency Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

## Group Details

Group Name: \_\_\_\_\_  
No. of Travelers: \_\_\_\_\_  
Travel Dates: \_\_\_\_\_ to \_\_\_\_\_  
Destination(s): \_\_\_\_\_

## Itinerary Overview

Date	Location	Activities/Notes
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Quotation Breakdown

Description	Unit Cost	Quantity	Total
Accommodation	_____	_____	_____
Transportation	_____	_____	_____
Meals	_____	_____	_____
Activities/Tours	_____	_____	_____
Other	_____	_____	_____
Grand Total			_____

## Notes & Terms

- Quote validity: \_\_\_\_\_
- Payment terms: \_\_\_\_\_
- Inclusions: \_\_\_\_\_
- Exclusions: \_\_\_\_\_
- Special Requests: \_\_\_\_\_

\_\_\_\_\_  
Agency Representative Signature

\_\_\_\_\_  
Client Signature