

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