

Travel Agency Quotation

Prepared For Client Name Contact Info	Prepared By Agency Name Agent Contact	Date YYYY-MM-DD	Quote No. #0000
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ITINERARY OVERVIEW

- 1. **Day 1:** Place — Activities/Sightseeing
- 2. **Day 2:** Place — Activities/Sightseeing
- 3. **Day 3:** Place — Activities/Sightseeing

QUOTATION DETAILS

Service	Description	Quantity	Unit Price	Total
Accommodation	Hotel Name, Room Type, Location	3 Nights	\$XXX	\$XXX
Transport	Private Car/Bus	Full Trip	\$XXX	\$XXX
Activities	Tours, Tickets, Guide Fee	-	\$XXX	\$XXX
Total				\$XXXX

INCLUSIONS

- 1. Accommodation with breakfast
- 2. All transfers and sightseeing as per itinerary
- 3. Entry fees
- 4. Tour guide

EXCLUSIONS

- 1. Personal expenses
- 2. Flight tickets
- 3. Meals not mentioned
- 4. Travel insurance

TERMS & CONDITIONS

Payment schedule, cancellation policy, validity of quotation, and other relevant terms.

CONTACT & CONFIRMATION

For bookings and further information, please contact:

Agency Name | Phone: XXX-XXXXXXX | Email: example@agency.com