

Freelance Work Quotation

Date:

Quotation #:

Client Information

Company/Name:

Contact Person:

Email:

Phone:

Address:

Freelancer Information

Name:

Email:

Phone:

Address:

Project Details

Quotation Breakdown

Service / Task Description	Qty / Hours	Rate	Amount

Subtotal: _____

Tax (%): _____

Total: _____

Terms & Conditions

Freelancer Signature

Client Signature