

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