

Freelance Service Quotation

From

[Your Name]
[Your Company Name]
[Email Address]
[Phone Number]

To

[Client Name]
[Client Company Name]
[Client Email Address]

Quote Details

Quote No: **Q-2024-001**
Date: [YYYY-MM-DD]
Valid Until: [YYYY-MM-DD]

Service Description & Pricing

Service / Item	Description	Qty	Unit Price	Total
Service 1	Lorem ipsum dolor sit amet	1	\$1,000	\$1,000
Service 2	Consectetur adipiscing elit	2	\$500	\$1,000
Subtotal				\$2,000
Tax [e.g. 10%]				\$200
Total				\$2,200

Terms & Conditions

- Payment due within 15 days after invoice.
- Project timeline: [X weeks after acceptance].
- Revisions: Up to 2 rounds included.
- Additional work is subject to extra charges.

Freelancer Signature

Client Approval