

# Project-Based Service Quotation Sheet

## Freelancer

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

## Client

Name/Company: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

## Quotation Info

Date: \_\_\_\_\_  
Quote No.: \_\_\_\_\_  
Valid Until: \_\_\_\_\_

## Project Overview

Project Name: \_\_\_\_\_  
Project Description: \_\_\_\_\_

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## Quotation Details

Service / Task	Quantity	Unit Price	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Subtotal    \_\_\_\_\_  
Discount    \_\_\_\_\_  
Tax    \_\_\_\_\_  

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**Total**    \_\_\_\_\_

## Notes & Terms:

\_\_\_\_\_  
\_\_\_\_\_

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Freelancer's Signature & Date

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Client's Signature & Date