

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: _____

Quotation Details

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

Subtotal _____

Discount _____

Tax _____

Total _____

Notes & Terms:

Freelancer's Signature & Date

Client's Signature & Date