

# Basic Contractor Quotation Form

Quote Number

e.g. Q-0001

Date

## Contractor Details

Company Name

Contact Person

Phone

Email

Address

## Client Details

Company/Name

Contact Person

Phone

Email

Address

## Project / Work Description

Outline the work/project details

## Quotation Details

Description	Qty	Unit Price	Total
Item or Service			

Subtotal

Tax (%)

**Total  
Amount**

## Terms & Conditions

E.g. Payment terms, validity, etc.

Prepared By

Signature

Date