

Job Quotation Template

Contractor:

Company Name

Address Line 1

Address Line 2

Phone:

Email:

Client:

Client Name

Address Line 1

Address Line 2

Phone:

Email:

Quotation #:

Date:

Valid Until:

Project Details

Project Name:

Site Address:

Description of Works:

Quotation Breakdown

| Description | Qty | Unit Price | Total |
|-------------|-----|------------|-------|
| | | | |
| | | | |
| | | | |

Subtotal

Tax (%)

Total

Terms & Conditions

- Payment Terms:
- Scope of Work:
- Estimated Completion Date:
- Additional Notes:

Authorized Contractor Signature

Name / Date

Client Signature

Name / Date

