

[Company Name]

[Address Line 1]

[Address Line 2]

[Phone Number]

[Email Address]

QUOTATION

Date: _____

Quote No.: _____

Customer Details

[Customer Name]

[Customer Address]

[Contact Number]

[Email Address]

Service Description

[Description of HVAC issue or requested services]

Quotation Breakdown

Service/Part	Description	Qty	Unit Price	Total
[Service Item 1]	[Description]	1	[]	[]
[Part/Material 1]	[Description]	1	[]	[]

Subtotal []

Tax (%) []

Total []**Notes & Terms**

- Quotation valid until: _____
- Payment terms: _____
- Warranty: _____
- Other terms & notes: _____

Customer Signature

Date: _____

Authorized Signature

Date: _____