

Corporate Event Quotation

Quotation No: _____

Date: _____

Organizer Details

Company Name: _____

Contact Person: _____

Email: _____

Phone: _____

Client Details

Company Name: _____

Contact Person: _____

Email: _____

Phone: _____

Event Details

Event Name: _____

Event Date: _____

Venue: _____

Expected Attendance: _____

Event Description: _____

Quotation Breakdown

Service / Item	Quantity	Unit Price	Total
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Subtotal			_____
Tax (%)			_____
Total Amount			_____

Payment & Terms

Payment Terms: _____

Validity: _____

Additional Notes: _____

Authorized by: _____

Accepted by:
