

Event Quotation

Party Planner Details

Company Name:	[Your Company Name]
Contact Person:	[Planner's Name]
Email:	[planner@email.com]
Phone:	[123-456-7890]

Client Details

Client Name:	[Client Name]
Event Date:	[DD/MM/YYYY]
Event Location:	[Venue Address]
No. of Guests:	[Number]

Quotation Details

Description	Qty	Unit Price	Amount
Venue Decoration	1	\$500	\$500
Catering Service	80	\$25	\$2,000
Sound & Lighting	1	\$750	\$750
Photography	1	\$600	\$600
Event Coordination	1	\$800	\$800
Subtotal			\$4,650
Discount			-\$150
Total			\$4,500

Terms & Conditions

- A 50% deposit is required to confirm booking.
- Full payment must be made 3 days before the event date.
- Quoted prices are valid for 14 days.
- Any changes may result in revised quotation.

For bookings and further inquiries, please contact us.
Thank you for considering [Your Company Name] for your event.