

Event Services Quotation Sheet

Quotation No.

Date

Venue Name

Client Name

Event Date

Event Type

Client Contact

Client Email

Quotation Details

Service / Item Description	Qty	Unit Price	Total
<input type="text" value="e.g. Venue Rental"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Subtotal			<input type="text"/>
Taxes			<input type="text"/>
Total			<input type="text"/>

Service / Item Description	Qty	Unit Price	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Subtotal			<input type="text"/>
Taxes			<input type="text"/>
Total			<input type="text"/>

Additional Notes / Terms

Enter any terms, conditions, or additional notes...

Prepared by:

Name & Date
Approved by:

Name & Date