**QUOTATION FORM**

|  |  |
| --- | --- |
|  | **Company Name**  Company Address City, State, Zip Code  P: (222)333-4444  E: email@website.com |

Quotation No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Bill To:** |  |
| **Mr. Client**  Client Address City, State, Zip Code | **Phone:** (555)222-444  **Email:** email@clientwebsite.com |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Description** | **Quantity** | **Unit Rate** | **Amount** |
| 1 | Service 1 |  |  |  |
| 2 | Service 2 |  |  |  |
| 3 | Service 3 |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
|  |  |  |  |  |
|  | Subtotal | | |  |
|  | Tax | | |  |
|  | **Total** | | | **$0.00** |

**Terms and Conditions:**

* Validity: This quotation is valid for [Number] days from the date of issue.
* Service Delivery: Services will be delivered by [Date/Time].
* Payment: Payment is due within [Number] days of invoice date.
* Revisions: [Details of included revisions].
* Cancellation Policy: [Details of cancellation policy].
* Others: Any other terms and conditions as applicable.

**Due Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Thank you for choosing our company!**