

QUOTATION

Your Company Name
123 Business Street
City, State ZIP
Phone: (555) 123-4567
Email: sales@company.com

QUOTE

Quote #: QT-001
Date: DD/MM/YYYY
Valid Until: DD/MM/YYYY
Prepared By:

PREPARED FOR

Company:
Contact Person:
Address:
Phone:
Email:

PROJECT / SERVICE DESCRIPTION

Brief description of the project or services being quoted...

#	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
1	Service or Product Description	1	\$0.00	\$0.00
2	Service or Product Description	1	\$0.00	\$0.00
3	Service or Product Description	1	\$0.00	\$0.00
4	Service or Product Description	1	\$0.00	\$0.00
5	Service or Product Description	1	\$0.00	\$0.00
Subtotal:				\$0.00
Tax (0%):				\$0.00
Discount:				-\$0.00
TOTAL QUOTE:				\$0.00

⚠ **Quote Validity:** This quotation is valid for 30 days from the date of issue. Prices may change after the expiration date.

Terms & Conditions:

1. Payment Terms: 50% upfront, 50% upon completion (or as agreed).
2. Delivery / Timeline: To be confirmed upon acceptance.
3. This quote does not include any items not explicitly listed above.
4. Additional work beyond the scope will be quoted separately.

Acceptance

By signing below, the client agrees to the terms and pricing outlined in this quotation.

Client Signature

Date

Print Name