| Service Quotation |
| --- |
|  |  | Quotation No: [Unique Quote Number] DATE: [Date] Valid Until: [Date] |
| Your Company NameAddressCityPhoneEmail |  | Quotation ToNameCompany NameAddressPhoneEmail |

Dear [Client’s Name],

We/I am pleased to provide you with a quote for the following services. Please review the details mentioned below and let us/me know if you have any doubts or require clarification.

| **SERVICE DETAILS** |
| --- |
| **Description of Service** | **[Explain the type of service you’re offering]** |
| **Duration of Service** | **[Days/Months/Hours]** |
| **Timeline for Service** | **[Date Range From-To]** |

| **PRICE DETAILS** |
| --- |
| **[Service Item I]** | **Price** |
| **[Service Item 2]** | **Price** |
| Subtotal |  |
| GST% |  |
| Total |  |

