| Service Quotation | | |
| --- | --- | --- |
|  |  | Quotation No: [Unique Quote Number]  DATE: [Date]  Valid Until: [Date] |
| Your Company Name  Address  City  Phone  Email |  | Quotation To  Name  Company Name  Address  Phone  Email |

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 |  |

