

QUOTATION

[Your Business Name]

[Street address, City, Postcode]

[Email] · [Phone]

[Tax / VAT / GST registration no.]

Quotation No.: QT-0001

Date: [DD/MM/YYYY]

Valid until: [DD/MM/YYYY]

QUOTE FOR

[Client Name]

[Company]

[Address]

[Email]

#	Description	Qty	Unit Price	Amount
1	[Item or service, e.g. Website design, 8 pages]	1	2,400.00	2,400.00
2				
3				
4				
5				
6				
7				
8				

Subtotal [0.00]

Discount ([0]%) [0.00]

Tax ([0]%) [0.00]

TOTAL [0.00]

TERMS & NOTES

Payment: [50% deposit on acceptance, balance on delivery].

Prices valid until the date above. Scope changes are quoted separately.

ACCEPTANCE

Accepted by: _____

Signature: _____ Date: _____