

SERVICE QUOTATION

Quote No.: SQ-0001

Date: [DD/MM/YYYY]

Valid until: [DD/MM/YYYY]

[Your Business Name]

[Street address, City, Postcode]

[Email] · [Phone]

[Tax / VAT / GST registration no.]

PREPARED FOR

[Client Name]

[Company]

[Email]

Project: [Project name and one-line goal]

[illegible]

TERMS & NOTES

Includes [2] rounds of revisions per deliverable. Extra rounds billed at the hourly rate.

Timeline: [X] weeks from deposit. Out-of-scope requests are quoted separately.

APPROVAL

Approved by: _____

Signature: _____ Date: _____