|  |
| --- |
| **Quotation Form** |

Invoice No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Bill To:** | **Company Information:** |
| **Mr. Client**  Main Address Here City, State, Zip Code  P: (222)333-4444  E: email@website.com | **Company Name**  Company Address Here  City, State, Zip Code  P: (333)444-5555  E: email@companywebsite.com |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Description** | **Rate/Unit** | **Hours/Unit** | **Amount** | |
|  | **Event Details:** | | | | |
| 1 | Service 1 |  |  |  | |
| 2 | Service 2 |  |  |  | |
| 3 | Service 1 |  |  |  | |
|  | **Additional Services:** | | | | |
| 1 | Material 1 |  |  |  | |
| 2 | Material 2 |  |  |  | |
| 3 | Material 3 |  |  |  | |
|  | | SUBTOTAL | | |  |
| TAX | | |  |
| **TOTAL** | | | **$0.00** |

**Terms and Conditions:**

* Validity: This quotation is valid for [Number] days from the date of issue.
* Event Date: The event is scheduled for [Event Date].
* Payment: Payment is due within [Number] days of invoice date.
* Cancellation Policy: [Details of cancellation policy].
* Menu Customization: Client may request changes to the menu up to [Date].
* Others: Any other terms and conditions as applicable.