**Quotation Form**

Quotation No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

|  |  |
| --- | --- |
| **BILL TO:** | **BILL FROM:** |
| **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** | **Unit Rate** | **Unit Completed** | **Amount** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | | SUBTOTAL | |  |
| TAX | |  |
| **Total Amount Due** | | **$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].
* Additional Services: Any additional services required beyond the scope of this quotation will incur extra charges.
* Others: Any other terms and conditions as applicable.

**Thank you for your business!**