|  |  |
| --- | --- |
|  | **COMPANY NAME**  Address Here  City, State, ZIP Code  T: (222)333-4444  E: email@website.com |

|  |  |  |
| --- | --- | --- |
| **Mr. CLIENT**  Address Here  City, State, ZIP Code | T: (222)333-4444  E: emial@clientwebsite.com | Quotation No. \_\_\_\_\_\_\_\_\_\_\_\_  Date : \_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |
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| **#** | **DESCRIPTION** | **AMOUNT** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |

|  |  |
| --- | --- |
| **SUBTOTAL:** |  |
| **TAX:** |  |
| **TOTAL:** | **$0.00** |

**Terms and Conditions:**

* **Payment Terms:** Specify the payment terms (e.g., 50% upfront, 50% upon completion, Net 30 days, etc.).
* **Delivery Date:** Expected delivery date or timeline for the services.
* **Validity:** This quotation is valid for [number] days from the date of issue.
* **Warranty:** Details of any warranties or guarantees provided.
* **Additional Costs:** Any potential additional costs not covered in the quotation.
* **Cancellation Policy:** Terms regarding cancellation and any associated fees.
* **Contact Information:** Point of contact for any questions or clarifications.