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

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

QUOTATION

|  |  |  |  |
| --- | --- | --- | --- |
|  | **BILL TO:** | **QUOTATION 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: (222)333-4444  E: email@website.com |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Phase** | **Description** | **Hours** | **Hourly/Rate** | **Total** |
| Initial Consultation |  |  |  |  |
| Planning |  |  |  |  |
| Design |  |  |  |  |
| Development |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| THANK YOU! | | **SUBTOTAL** | |  |
| **LESS RETAINAGE** | |  |
| **TOTAL** | | **$0.00** |

**Terms and Conditions:**

* Payment Terms: Specify the payment terms (e.g., 30% upfront, 40% mid-project, 30% upon completion, Net 30 days, etc.).
* Project Timeline: Expected start and completion dates for each phase.
* Validity: This quotation is valid for [number] days from the date of issue.
* Warranty: Details of any warranties or guarantees provided for the project.
* Additional Costs: Any potential additional costs not covered in the quotation (e.g., materials, travel expenses).
* Change Orders: Process and costs associated with any changes or modifications to the project scope.
* Cancellation Policy: Terms regarding cancellation and any associated fees.
* Contact Information: Point of contact for any questions or clarifications.