

# Quotation Template Word

## Company Logo

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Contact Details: \_\_\_\_\_

## Client Information

Client Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Client Address: \_\_\_\_\_

## Quotation Reference

Quotation Number: \_\_\_\_\_

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

Valid Until: \_\_\_\_\_

Product/Service	Description	Quantity	Unit Price	Total

Total Amount: \$ \_\_\_\_\_

Tax (if applicable): \$ \_\_\_\_\_

Grand Total: \$ \_\_\_\_\_

## Terms & Conditions

- **Payment terms: 50% advance, balance on completion.**
- **Delivery timeline will be confirmed upon approval.**
- **Modifications to the scope may lead to price adjustments.**

**Authorized Representative Signature:** \_\_\_\_\_

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