Price Quotation Template

A quotation template with scope, itemised pricing, validity date, timeline, payment terms and exclusions, plus an acceptance section.

QUOTATION

From: [Business name], [Address], [Phone], [Email]

Customer: [Name], [Address]

Quote number: [number]

Date: [date]

Valid until: [date]

Scope of work

[Clear description of the work or products included.]

Item	Qty	Price	Total
[Item]	[1]	[0.00]	[0.00]
[Item]	[1]	[0.00]	[0.00]
[Item]	[1]	[0.00]	[0.00]

Subtotal: [0.00]

Tax ([rate]%): [0.00]

Total: [0.00]

Timeline: [start and completion or delivery date]

Payment terms: [e.g. 30% deposit, balance on completion]

Not included: [exclusions]

Acceptance

Customer name: _____

Signature: _____

Date: _____

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