Service Quote

Service quote for (Company’s Name)

|  |  |  |  |
| --- | --- | --- | --- |
| **Date Filled:** | (Date) | **Quote Number:** | (Number) |
| **Name of Customer:** | (Name) | **Department:** | (Department here) |
| **Name of Company:** | (Company Name) | **Email** | (Email) |
| **Position/Title:** | (Title here) |  | |
| **Contact Number:** | (Contact Number) |  | |
| **Address:** | (City, State/Province) |  | |

|  |  |
| --- | --- |
| **Date:** | (Date) |
| **Reviewed By:** | (Last Name) (First Name) [(Middle Name)] |
| **Signature:** | (Authorized Signature) |
|  | |
| **Date:** | (Date) |
| **Approved By:** | (Last Name). (First Name) (Middle Name) |
| **Signature:** | (Authorized Signature) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Service** | **Price** | **Tax** | | **Quantity** | **Amount** |
| XYZ | $0.00 | 0% | | 0 | $0.00 |
| XYZ | $0.00 | 0% | | 0 | $0.00 |
| XYZ | $0.00 | 0% | | 0 | $0.00 |
| XYZ | $0.00 | 0% | | 0 | $0.00 |
| XYZ | $0.00 | 0% | | 0 | $0.00 |
|  |  |  | **Grand Total** | | **$0.00** |

**Terms And Conditions:**

* Late payments may result in cancellation of the quote.
* 30% security is required to start the service.

|  |  |
| --- | --- |
| **Date:** | (Date) |
| **Name of Customer:** | (First Name) |
| **Signature:** | (Authorized Signature) |