**PRICE QUOTATION**

Form No. [SPECIFY FORM NUMBER]

PRICE QUOTATION FOR [SPECIFY] SERVICES

To be filed by [SPECIFY APPROPRIATE PERSONNEL]

**1. ABOUT THE PROJECT**

NAME OF PROJECT: [SPECIFY NAME OF PROJECT]

VENUE OF PROJECT: [SPECIFY VENUE OF PROJECT]

TIME FRAME: [SPECIFY TIME FRAME FOR PROJECT]

**2. PROJECT DESCRIPTION**

[BRIEFLY DESCRIBE THE PROSPECTIVE PROJECT]

**3. PROJECT KEY PERSONNEL**

3.1. [SPECIFY NAME OF KEY PERSONNEL]

[BRIEF PROFESSIONAL DESCRIPTION OF KEY PERSONNEL]

3.2. [SPECIFY NAME OF KEY PERSONNEL]

[BRIEF PROFESSIONAL DESCRIPTION OF KEY PERSONNEL]

3.3. [SPECIFY NAME OF KEY PERSONNEL]

[BRIEF PROFESSIONAL DESCRIPTION OF KEY PERSONNEL]

3.4. [SPECIFY NAME OF KEY PERSONNEL]

[BRIEF PROFESSIONAL DESCRIPTION OF KEY PERSONNEL]

**4. QUOTED FEES**

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM NAME** | **DESCRIPTION** | **TIME FRAME** | **COST** |
| [SPECIFY SERVICE] | [DESCRIBE] | [SPECIFY TIME FRAME] | [SPECIFY COST] |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **GRAND TOTAL** | | | **[SPECIFY GRAND TOTAL OF COST]** |

|  |  |
| --- | --- |
| **PREPARED BY:**  [INSERT SIGNATURE HERE]  [SPECIFY COMPLETE NAME OF EMPLOYEE]  [SPECIFY TITLE/POSITION]  [SPECIFY DATE SIGNED] | **VERIFIED BY:**  [INSERT SIGNATURE HERE]  [SPECIFY COMPLETE NAME OF MANAGER]  [SPECIFY TITLE/POSITION]  [SPECIFY DATE SIGNED] |

**RECEIVED BY:**

[INSERT SIGNATURE HERE]

[SPECIFY COMPLETE NAME OF RECEIVER]

[SPECIFY TITLE/POSITION]

[SPECIFY COMPLETE NAME OF RECEIVER’S COMPANY]

[SPECIFY DATE SIGNED]

[INSERT COMPANY LOGO HERE]

[SPECIFY COMPLETE NAME OF COMPANY]

[SPECIFY COMPLETE ADDRESS OF COMPANY]

[SPECIFY CONTACT DETAILS]

Form No. [SPECIFY FORM NUMBER]

PRICE QUOTATION FOR [SPECIFY] PRODUCTS

To be filed by [SPECIFY APPROPRIATE PERSONNEL]

Date Issued: [SPECIFY DATE ISSUED]

Valid Until: [SPECIFY DATE OF VALIDITY]

**TO:**

[NAME OF RECEIVER]

[TITLE/POSITION]

[COMPANY NAME OF RECEIVER]

[COMPLETE ADDRESS OF COMPANY]

[DATE DELIVERED]

**PREPARED BY:**

[NAME OF EMPLOYEE]

[TITLE/POSITION]

[DATE PREPARED]

**VERIFIED BY:**

[NAME AND SIGNATURE OF VERIFIER]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ITEM NO.** | **ITEM NAME** | **ITEM DESCRIPTION** | **QTY** | **UNIT** | **UNIT COST** |
| 1 | [SPECIFY] | [INSERT DESCRIPTION] | [N] | [SPECIFY UNIT] | [SPECIFY UNIT COST] |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **GRAND TOTAL** | | | | **[SPECIFY GRAND TOTAL COST]** | |