[Your Company Name]

[Address] · [Phone] · [Email]
GSTIN: [GSTIN]

QUOTATION

Quote No: [Q-0001]
Date: [DD/MM/YYYY]
Valid until: [DD/MM/YYYY]

PREPARED FOR

CLIENT
[Contact name]
[Company]
[Phone] · [Email]

REQUIREMENT
[One-line summary of what the client asked for]

SCOPE OF WORK

#	Deliverable	Details
1	[Service / deliverable]	[What is included]
2	[Service / deliverable]	[What is included]
3	[Service / deliverable]	[What is included]

PRICING

Item	Qty	Rate	Amount
[Item 1]	[ ]	[ ]	[ ]
[Item 2]	[ ]	[ ]	[ ]
[Optional add-on]	[ ]	[ ]	[ ]
		Subtotal	[ ]
		GST ([rate as advised by your CA])	[ ]
		Total	**[ ]**

TIMELINE
[Start date, milestones, delivery date]

NOT INCLUDED
[Items outside scope]

PAYMENT TERMS

Milestone	Amount	Due
Advance on confirmation	[ ]	[ ]
[Milestone]	[ ]	[ ]
Final payment	[ ]	[ ]

To accept, reply to this quotation or sign below. Prices valid until the date above. [Other terms]

Accepted by (client)