[Your Agency Name]

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

TRAVEL QUOTATION

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

CLIENT AND TRIP

CLIENT
[Name]
[Phone] · [Email]

TRIP
[Destination] · [Start date] to [End date]
[X] nights · [Adults] adults, [Children] children (ages: [ ])

DAY-WISE PLAN

Day	Plan	Overnight stay	Meals
Day 1	[Arrival, transfer, sightseeing]	[Hotel, city]	[B/L/D]
Day 2	[ ]	[ ]	[ ]
Day 3	[ ]	[ ]	[ ]
Day 4	[Departure transfer]	—	[ ]

PRICE

Description	Qty	Rate	Amount
Package cost per adult	[ ]	[ ]	[ ]
Package cost per child	[ ]	[ ]	[ ]
Optional: [activity / upgrade]	[ ]	[ ]	[ ]
		Subtotal	[ ]
		GST ([rate as advised by your CA])	[ ]
		TCS (overseas packages, if applicable)	[ ]
		Total	**[ ]**

INCLUSIONS
[Hotels, meal plan, transfers, sightseeing, taxes]

EXCLUSIONS
[Flights, personal expenses, optional activities, tips, insurance]

PAYMENT SCHEDULE

Stage	Amount	Due by
Advance to confirm	[ ]	[ ]
Balance	[ ]	[ ]

Prices are subject to availability at the time of booking. Cancellation terms: [summary or link]. This quotation is not a booking confirmation.