

# SERVICE QUOTATION

BUSINESS NAME :

| QUOTE NO.                                                      | PREPARED DATE | PROJECT NAME  | VALID UNTIL DATE |
|----------------------------------------------------------------|---------------|---------------|------------------|
| CLIENT<br>[Client / Company]<br>[Address]<br>[Contact / Email] |               | SCOPE SUMMARY |                  |

| # | Service / Deliverable | HSN / SAC | Qty | Unit Fee (₹) | Tax % | Amount (₹) |
|---|-----------------------|-----------|-----|--------------|-------|------------|
| 1 |                       |           |     |              |       |            |
| 2 |                       |           |     |              |       |            |
| 3 |                       |           |     |              |       |            |
| 4 |                       |           |     |              |       |            |
| 5 |                       |           |     |              |       |            |
| 6 |                       |           |     |              |       |            |
| 7 |                       |           |     |              |       |            |
| 8 |                       |           |     |              |       |            |

|                   |                 |
|-------------------|-----------------|
| PROJECT START     | EST. COMPLETION |
| PAYMENT MILESTONE | REFERENCE       |

TERMS & CONDITIONS

|   |                     |
|---|---------------------|
| 1 | Professional Fees   |
| 2 | Tax Total           |
| 3 | Adjustment          |
| 4 | TOTAL PROJECT VALUE |

Amount in Words: [Rupees\_\_\_\_\_ Only]

FOR: YOUR BUSINESS NAME

Authorised Signatory