

50+ Quotation Samples, Format & Examples 2022

It's not uncommon for people and businesses to seek out external parties in order to get work done. From construction and repair services to freelance web design, many people need the services of a supplier. And standard protocol for these types of supplier transactions calls for the issuance of a quotation. With the different [quotation templates](#) below, you'll discover that there are numerous kinds of goods and services that a supplier can provide.

To create a quotation of your own, follow the following steps:

- Browse through dozens of quotation ideas and sample templates.
- Customize it online, download, then print it in your preferred file format.

Eager to grow your business? Start by creating a professional quotation to impress clients and customers. An easy step-by-step format guide is available at the end of the article to help you craft your own price quote. Browse the 50 plus templates to get started!

1. Audit Quotation Sample

An audit is basically a routine inspection of an organization or inventory. Many companies conduct regular audits to ensure that people within their organization are complying with protocol. Use the [audit quotation](#) below for all your accounting needs.

Traders Lane Auditors
joe@traderslaneauditors.com
222 555 7777

Business Audit Quote

Prepared for:
Nancy Taylor
nancy@vmail.com

Prepared by:
Beverly Manhattan
June 16, 2045

Quote Number: 23023

2. Agency Quotation Sample

Agencies are often independent firms that render specialized services to other, bigger firms and companies. There are travel agencies, marketing and advertising agencies, etc. The [agency quotation](#) below can help you craft an estimated cost of your firm's services.

CA Company
ca@advert.com
222 555 7777

Creative Agency Quotation

Prepared for:
Ms. Celestine Jones
tine@abc.com

Prepared by:
Catherine Zeta
July 21, 2030

Quote Number: 03214

3. Catering Quotation Sample

It's always best to be prepared with a [catering quotation](#) to give potential clients. As much as possible, you want to offer them different options. Take a cue from the sample below.

Big Plate
catering@bigplate.com
222 555 7777

Catering Quotation

Prepared for:
William Bailey
message@williambailey.com

Prepared by:
Chester Herbert
December 24, 2027

Quote Number: 00516

4. Cleaning Quotation Sample

A lot of companies outsource their housekeeping and janitorial services. The template below is a sweeping and [cleaning service quotation](#) to help your business attract more clients.

Clean It All Co.
contact@cleanitall.com
222 555 7777

Sweeping & Cleaning Services Quotation

Prepared For:
Alissa Guerra
alissa@email.com

Prepared By:
Sean Berge
February 15, 2030

Quote Number: 22909

5. Company Quotation Sample

A basic [company quotation](#) can give prospective clients and customers an idea of what services and goods you're offering. The sample below is a quotation of a software company.

Zeitgeist Software
inquiry@zeitgeistsw.com
222 555 7777

Software Company Quote

Prepared for:
Sarah Laurel
sarah@email.com

Prepared by:
Kent Dwight
March 7, 2035

Quote Number 40197

6. Construction Quotation Sample

An essential process of any construction company is the issuance of a quote. Clients need a detailed breakdown of materials and labor needed for their projects. Use the sample [construction quotation](#) below as a useful guide.

QS Construction & Services
info@qscs.com
222 555 7777

Construction Work Quote

Prepared for:
John Allen
john@zmail.com

Prepared by:
Robert Kellar
December 13, 2029

Quote Number 08765

7. Consultant Quotation Sample

Financial consultants help people manage their personal finances. But these consultants also need to charge certain fees for their service. A [consultant quotation](#) is typically sent to prospects and clients.

JPark Consultants Co.
inquiry@jparkconsultants.com
222 555 7777

Financial Consultancy Quote

Prepared for:
Amelia Moss
ameliamoss@vmail.com

Prepared by:
Gordon Onion
October 8, 2040

Quote Number: 97658

TEMPLATE.NET

8. Contractor Quotation Sample

Contractors are independent service providers. And it is standard procedure that contractors furnish their clients with a clear breakdown of costs. The engineering [contractor quotation](#) below is one such example.

Power Contractors Co.

Engineering Contractor Quote

Prepared For: Sandra Smith
Email: sandrasmith@vmail.com

Prepared By: Lily James
Date: March 14, 2040

Quote Number: 97535

TEMPLATE.NET

9. Design Quotation Sample

Many people hire professional web designers for their website needs. The [design quotation](#) below outlines the costs and fees of various web development services.

Delmonico Web Designs
shannon@delmonicoweb.com
222 555 7777

Web Design Quote

Prepared for: Christopher Jackson
Email: christopher@hackman.com
Prepared by: Bombero Delmonico
Date: July 01, 2025

Quote Number: 12398

TEMPLATE.NET

10. Electrical Quotation Sample

Just like in construction, electrical works and installation also need to be estimated and quoted. The sample below is an [electrical quotation](#) for wiring repair.

Goldberg Construction
askus@goldbergconstruction.com
222 555 7777

Electrical Wiring Repair Quote

Prepared for:
Laura Kean
laura@vmail.com

Prepared by:
Chunli Carter
May 20, 2031

Quote Number: 20023

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11. Event Quotation Sample

Event organizers and planners often send their clients an official quotation first before drafting any contract. Use the simple [event quotation](#) below for all your event needs.

Interface Events

Event Quote

Prepared for: Kathy Rivera
Address: 4800 Armbruster Drive, Bel Air, CA 90049
Phone: 222 555 7777
Email: kathyrivera@vmail.com
Date: November 13, 2040

Quote Number: 97792

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12. Exhibition Quotation Sample

Expos, conferences, and exhibitions are great exposure opportunities. Many brands and companies often put up stalls to advertise their products and services during these large events. The template below is a trade fair [exhibition quotation](#) to put up a stall or kiosk.

Drummond Convention Hall
info@drummonconventionhall.com
222 555 7777

Trade Fair Exhibit Stall Quote

Prepared for:
Flores Creatives
jennifer@florescreatives.com

Prepared by:
Todd Willkris
July 02, 2027

Quote Number: 21095

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13. Freelancer Quotation Sample

A career in freelancing is not easy. There can be bouts of uncertainty and instability. However, it does have its advantages as well. A freelancer can determine his or her own price. The template below can guide you in crafting your own [freelancer quotation](#).

Lance's Graphics
inquire@lancesgraphics.com
222 555 7777

Freelance Graphic Design Quote

Prepared for:
Javier Flanagan
javier@lancesgraphics.com

Prepared by:
Bailey Gordon
June 14, 2037

Quote Number: 43338

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14. Job Quotation Sample

Your labor should always be justly compensated. If you're self-employed, make sure you charge your clients properly starting with a [job quotation](#).

Radiantelligence Cleaners
radiant@telligence.com
222 555 7777

Job Quotation

Prepared For :
Kai Smith
kai@zmail.com

Prepared By:
Waver Anderson
June 21, 2040

Quote Number 06547

15. Maintenance Quotation Sample

Residential and commercial areas need regular upkeep. If you're in the landscaping business, propose your services in the right manner by sending an initial [maintenance quotation](#) to clients.

Yardwork Handlers
inquire@yardworkhandlers.com
222 555 7777

Landscape Maintenance Quote

Prepared for:
Opal Smith
opal@links.com

Prepared by:
Latonya Barbers
September 23, 2044

Quote Number: 22144

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16. Marketing Quotation Sample

Outsourcing marketing needs is a common practice today. Advertising and marketing agencies would do well to submit an informative [marketing quotation](#) for clients to review and approve.

Idea Marketing
inquiry@ideamarketing.com
222 555 7777

Mixed Media Marketing Quote

Prepared for :
Barbara Moore
barbaramoore@vmail.com

Prepared by:
Drake Crimson
November 11, 2040

Quote Number: 97790

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17. Photography Quotation Sample

A lot of people hire [professional photographers](#) to document special occasions like weddings and birthdays. But before any agreement can be established, the photographer must always send a proper quotation with a clear and complete breakdown of services.

Photography Adventures

inquiry@photogadventures.com, 222 555 7777

Photography Quote

Prepared For: Eldridge Cotton
Email: eldridgecotton@gmail.com

Prepared By: Kyle Bezos
Date: March 17, 2040

Quote Number: 97532

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18. Construction Quotation Example

The construction quotation below provides a detailed breakdown of various construction materials and labor costs.



Fulton Hogan Ltd
PO Box 16064, Hornby
Christchurch 8441
Telephone (03) 349 7039
Facsimile (03) 344 0987
www.fultonhogan.com

ESTIMATE

Tuesday, 29 March 2016

Redcliff School Board of Trustees
C/O Redcliff School

To The Redcliff School Board of Trustees,

RE: Redcliff School – Engineered Bund

We are pleased to submit our ESTIMATE of \$822,383.40 (excluding GST) for the work described below.

Scope of Work

1	Preliminary and General	LS	1	\$280,270.20	\$280,270.20
2	Sediment Control	LS	1	\$11,777.50	\$11,777.50
3	Initial Earthworks	m2	1600	\$50.01	\$80,016.00
4	Bund Construction	m	150	\$2,139.23	\$320,884.50
5	Ramped Earth Bund	m2	672	\$114.95	\$77,246.40
6	Swale Construction	m	160	\$93.18	\$14,908.80
7	Site Restoration	m2	1600	\$23.30	\$37,280.00

Within this Estimate we have allowed to,

- Establish to site and fence off a construction area
- Install sediment and enviromental control measures
- Excavate the site and setup construction platforms
- Construct a 2m high Gabion Basket Wall 150m long
- Construct a swale drain around the back of the wall
- Shape an earth slope to 2 metres above ground level to create an amphitheatre and reduce the visual impact of the wall
- Spread topsoil over the earth slope to allow planting
- Restore any disturbance from the construction process

Special Notes

19. Graphic Design Quotation Example

Graphic design is an increasingly in-demand skill nowadays. Artists can get clients by proposing their services in a design quotation.



**Request for Quotation (RFQ) for
Goods/Services**

**Graphic design to update charts,
graphs and visuals**

RFQ Ref No: 20543_2017_29_GDCGV

20. Marketing Quotation Example

Marketing quotations can cover all kinds of services including social media management, public relations, and branding strategies among others.



Request for Quotation

Marketing Strategy & Website Development

Background

Health and Safety Kent provide a range of Health and Safety Services, into a variety of business sectors including construction, food, hospitality, education etc.

The services that we offer include retained client services, health and safety policies, risk assessments, method statements, fire risk assessments, health and safety inspections, training (face to face and online).

At Health and Safety Kent, we have grown our business through contacts and word of mouth. We now wish to be seen as one of Merseyside's leading health and safety consultancies. To do this, we require a website that not only demonstrates the knowledge and experience of the staff, but also shows off our range of services. We also are selling health and safety courses online. The sale of these courses is managed separately with a third party product, but we want to be able to show off the range of courses on our website. We are not looking for eCommerce.

We will also require advice on marketing strategy.

Requirement

A modern brochure 10 page website that positions Health and Safety Kent as one of Merseyside's leading health and safety consultancies. The design should appeal to our target audience and promote a high level of credibility and authority. The website must work well on all devices. We also wish to promote 20 to 30 online courses. People will not be able to book the courses through the website, it will be for information only.

Each course will have its own webpage.

The website must be GDPR compliant and meet the ICO's guidelines.

Although we are not looking for an online marketing service we would like a comprehensive marketing strategy, that we can implement inhouse.

21. Forklift Quotation Example

Heavy equipment like forklifts are useful in many areas such as events, logistics, and retail. The sample request for quotation below is for a forklift.

**Request for Quotation (RFQ) No. PR7359057 - One unit of Forklift Truck, Diesel Engine
for US Embassy – Warehouse, Jakarta**

I. DESCRIPTION

The contractor shall furnish and deliver one (1) Unit of Forklift Truck, Diesel Engine, Lifting Capacity 3000 Kg. Hyster H3.OXT or equivalent for US Embassy Warehouse, Jakarta, in accordance with terms and conditions set forth herein.

The contract type will be a firm fixed price purchase order/contract. The prices listed shall include the goods, packaging, profit, and transportation necessary to deliver required items to the US Embassy in Jakarta

The contractor should have an established business in Indonesia and be an authorized dealer/partner of the manufacturer. The vendor should be familiar and have experience with diplomatic sales and registration of the vehicles with the host government.

IMPORTANT NOTE: Central Contractor Registration

For procurement or contracts over \$30,000.00, the contractor must be registered within Central Contractor Registration, which is part of the [System for Award Management \(SAM\)](#).

II. PRICING

The Contractor shall provide a firm fixed price in USD or Rupiah for **RFQ No. PR7359057**

Name of Company & logo:

DUNS and SAM Numbers:

Address & Phone number:

Contract Person:

E-mail address:

22. Conference Quotation Example

Many business hotels make good conference venues. Before booking a potential venue, however, it is always best to review the quotation first and do an ocular inspection of the place as well.

HARMONY
HOTEL & SPA
★★★★

CONFERENCE QUOTATION

23. Price Quotation Sample

Many companies still rely on printed and traditional marketing. To gather information about your options and prices, always ask your supplier for an initial [price quotation](#).

Cavernworld Inc.
cavernworld@inc.com
222 555 7777

Printed Marketing Price Quote

Prepared For:
Olivia Campbell
olive@campbell.com

Prepared By:
Charles Coon
July 09, 2040

Quote Number: 09876

24. Project Quotation Sample

Even Putting up a house requires accurate information regarding the materials and costs. Always ask your contractor for a [project quote](#) and review the proposal thoroughly.

MGG Services
mgg@yinc.com
222 555 7777

Housing Project Price Quote

Prepared for:
Eugene Pearson
eugenep@zmail.com

Prepared by:
Adam Wilson
June 26, 2030

Quote Number: 03234

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25. Advertising Quotation Sample

Advertising can be a powerful tool in growing a business. The sample below is a detailed [advertising quotation](#) for a campaign.

Advertising Wolf
Inquire@advertisingwolf.com
222 555 7777

Campaign Advertisement Quote

Prepared For:
Shawn Hollins
shawn@zmail.com

Prepared By:
John Doe
December 27, 2030

Quote Number 96538

26. DJ Quotation Sample

Nowadays, hiring a DJ instead of a traditional live band is preferred by younger generations. Before confirming a booking, the DJ should send a detailed quote of his services. Use the sample [DJ template](#) below as a guide.

YOUR PROFESSIONAL EI NAME
[YOUR TAGLINE HERE]
[YOUR COMPLETE BUSINESS ADDRESS]
[YOUR CONTACT DETAILS]

SERVICE QUOTATION
Quotation No.: 43586
Date: May 11, 2018
Valid Until: June 1, 2018

CLIENT CODE : 8033-ABY

CLIENT DETAILS

NAME: Taylor Ann S. McKee
COMPANY: The Violet Events Company
ADDRESS: Suite 7, Mezzanine Floor, Jameson Bldg.
Addison Drive, San Diego CA 92122
CONTACT DETAILS: 805-636-3220 / 908-768-2330
taylor.mckee@tvec.co

SCOPE OF SERVICES

NAME OF EVENT: Summer Splash Ultimate Beach Party 2018
TYPE OF EVENT: Outdoor music festival at the beach
DATE OF EVENT: July 15, 2018
VENUE OF EVENT: San Diego Roadside Public Beach, Multon Highway, San Diego CA 92106
DI TIMESLOT: 11 PM to 12 AM

SERVICE DESCRIPTION: Initial Consultation - The DJ and the Client will have an initial meeting on event particulars. Details on the main and additional services to be provided will be discussed. Both must provide a rough draft of service agreements.

Pre-Event Finalization - The DJ and the Client will meet one (1) week prior to the Event Date in order to finalize the DJ's services and his commitment to the event. Contract signing and payment of initial deposit by the Client to the DJ will also be done during this day.

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27. Social Media Quotation Sample

Having an active [social media](#) page for your business is becoming indispensable in today's digital world. This sample quotation is a breakdown of an advertising agency's social media services.

Wideyes Marketing Group
info@wideyesmarketinggroup.com
222 555 7777

Social Media Advertising Quote

Prepared for:
Eleanor Peterson
eleanor@vmail.com

Prepared by:
Ava Houston
August 20, 2041

Quote Number: 88821

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28. Building Quotation Sample

For anything that needs to be built or repaired, a comprehensive quotation is a basic requirement. The sample [building quotation](#) below is for an elevator repair project.

Fixozo Inc.
service@fixozoinc.com
222 555 7777

Building Elevator Repair Quote

Prepared For:
Margeret Carr
780 Patterson Rd. Greenville, SC 29611
222 555 7777
margie@bmail.com

Prepared By:
Mildred Rathe
July 01, 2022

Quote Number 15963

29. Business Quotation Sample

If you are a business that supplies services and products, a convincing quotation can be the first step to a fruitful partnership. The sample [business quotation](#) below is for a digital design service.

Beedle Inc.
beedle@inc.com
222 555 7777

Digital Design Quotation

Prepared For:
Rye Winehouse
rye@winehousemail.com

Prepared By:
Debbie Gibson
October 1, 2029

Quote Number: 04567

30. Massage Quotation Sample

Fancy a relaxing massage? The [printable quotation](#) below is a massage parlor's breakdown of services and costs.

MASSAGE

QUOTATION

TO :
Alicia Smith
Los Angeles, California
smith@juno.com
+3456783232

QUOTATION DETAILS
Quotation no.: 322
Date: 4/12/2018
Room no.: 23

DESCRIPTION	QTY	UNIT	PRICE
1. Deep River Stone			\$35
2. Aromatherapy Massage			\$35
3. Reflexology			\$30
4. Mindful Massage			\$40

Sub Total : \$140
Tax (N/A) : \$0
Discount (N/A) : \$0
GRAND TOTAL : \$140

Quotation prepared by: _____

TERMS AND CONDITIONS:

1. Payment terms are thirty (30) days from the date of the invoice issued by Heaven's Gate, subject to a 1% of 2% discount if paid within ten (10) days of the date of such invoice.
2. This quotation is open for acceptance within thirty (30) days from the date of quotation.
3. If you have any questions or suggestions, you may contact us at +1234034833.

THANK YOU FOR YOUR BUSINESS

Visit us at: 123 Street, City, State 45678.
Contact us: +1234034833
info@heavensgatemassage.com
heavensgatemassage.com

31. Repair Quotation Sample

Buildings and homes often need to be renovated or repaired over time. The example below is a [repair quotation](#) for traditional roofing services.

Hartman Roofing Company
service@hrc.com
222 555 7777

Traditional Roof Repair Quote

Prepared For:
Ginger Chambers
2287 Charter St. Kansas City, KS 64106
222 555 7777
ginger@snaps.com

Prepared By:
Johann Jones
July 01, 2023

Quote Number 25846

32. Restaurant Quotation Sample

Restaurants need to be evaluated and inspected regularly for health and safety reasons. External parties are often tasked to conduct inspections, as seen in the sample [restaurant quotation](#) below.

Portland Inspectors

contactus@portlandinspectors.com
222 555 7777

Restaurant Inspection Quote

Prepared for : Sean Cleveland
Email: sean@twizz.com

Prepared by: Anne Chovy
Date: August 23, 20343

Quote Number: 66721

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33. Sales Quotation Sample

Companies that sell products need to produce several [sales quotations](#) for their clients to review and approve. The sample quotation below is for a software product company.

Sentri Docs

inquire@sentrdocs.com, 222 555 7777

Software Sales Price Quotation

Prepared For: Emma Hayden
Email: emmahayden@xmail.com

Prepared By: Yolanda Hadid
Date: June 30, 2040
Quote Number: 23487

TEMPLATE.NET

34. School Supplies Quotation Sample

Schools and colleges need supplies that aid learning. This [sample quotation](#) below is a breakdown of costs for various school supplies.

Jane Dawson
inquiry@senterprises
222 555 7777

School Supplies Quote

Prepared For
Jane Dawson
jdawson@gmail.com

Prepared By
Shane Miles
June 25, 2022

Quote Number: 34156

36. Travel Agency Quotation Sample

For big tour groups, it's advisable to engage the services of a travel agency. The agency should be able to furnish guests with a [simple quotation](#) that itemizes their different services.

Travel More
travelmore@abc.com
222 555 7777

Travel Agency Quotation

Prepared for:
Ms. Susan Eckert
eckerts@gmail.com

Prepared by:
Rina Sanders
April 01, 2029

Quote Number: 01355

37. Travel Quotation Sample

When weighing your options for a vacation, it's best to collect several [travel quotations](#) from different suppliers to choose the best deal possible.

Dante Koenig
query@saunter.com
222 555 7777

Travel Quote

Prepared For:
Fred Maclin
fredmaclin@zmail.com

Prepared By:
Dante Koenig
Dante Koenig

Quote Number: 21103

38. Website Quotation Sample

Website development and maintenance is a must for businesses these days. If you're a business owner, make sure to ask for a [website quotation](#) when engaging the services of developers.

Webhold Maintenance
inquire@webholdmaintenance.com
222 555 7777

Website Maintenance Quote

Prepared for:
Amber O'Neill
amber@tbt.com

Prepared by:
Allen Schroeder
September 2, 2033

Quote Number: 10275

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39. Rental Quotation Sample

When renting equipment, it's best to keep your options open in order to get the best possible deal. Never forget to request for a [rental quotation](#) from suppliers.

Lemonair Rentals
lemonair@rentals.com
222 555 7777

Rental Quotation

Prepared For :
Cameron Hernandez
cameron@zmail.com

Prepared By:
Mae Martin
December 13, 2040

Quote Number 98654

40. Training Quotation Sample

Regular training is essential for a healthy and competitive workforce . The sample below is a corporate [training quotation](#) that companies can take advantage of to sharpen their employees' skills.

Maple Training Co.
inquire@mapletraining.com
222 555 7777

Corporate Training Quote

Prepared for:
Herman Braden
hermanbraden@vmail.com

Prepared by:
Francis Ervin
June 10, 2040

Quote Number: 87699

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41. Cleaning Service Quotation Example

Large spaces like offices and warehouses require heavy duty cleaning. Most people hire a third party to do the cleaning. The example below is a comprehensive quotation and proposal for office cleaning services.



Date:

Quotation for Office Cleaning Services

1. Introduction:

Plan International is an independent development and humanitarian organisation that advances children's rights and equality for girls.

Plan International Nepal, Country Office invites sealed bids from the interested service provider/firm registered in Government of Nepal, who are eligible to provide the **Office Cleaning Services** as mentioned below. Plan International Nepal office at Bakundole, Lalitpur requires the effective provision of cleaning services for its office premises which staffs approximately 100 people. Plan International Nepal reserves the right not to enter into or award a contract as a result of this invitation to tender. Furthermore, Plan International Nepal reserve the right to vary the numbers and in the Tender Documents without any changes in unit price or other terms and conditions and to accept or reject any, all, or part of submitted offers.

Any attempt by the Tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or Plan International during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its offers and may result in the termination of a current contract where applicable.

2. Background Information on Plan International

Founded more than 70 years ago, Plan International is one of the largest children's development organizations in the world. Plan International is independent, with no religious, political or governmental affiliations. We work together with children and communities in over 50 developing countries across Africa, the Americas and Asia, and with our supporters and funders in 20 countries to promote child rights and lift millions of children out of poverty.

Children are at the heart of everything we do. Plan International is a Child Centered Community Development organization, this means we work with children, their families, communities, organizations and local governments to bring about positive change. When children and adults work

42. Video Production Quotation Example

Photography and video are basic requirements for big events. Documentation is key and some event organizers prefer to hire an external agency to create a video production.

Request for Quotation (RFQ) 20210505-1

Video Production MFP PSA's

About Generations for Peace

Generations For Peace is a leading global non-profit peacebuilding organization founded by HRH Prince Feisal Al Hussein in 2007.

Dedicated to sustainable conflict transformation at the grassroots, Generations For Peace empowers volunteer leaders of youth to promote active tolerance and responsible citizenship in communities experiencing different forms of conflict and violence.

Carefully facilitated sport-based games, art, advocacy, dialogue, and empowerment activities provide an entry point to engage children, youth, and adults, and a vehicle for integrated education and sustained behavioral change.

Project Description

"Media For Peace" is a program that uses both a practical and theoretical approach to promote peacebuilding principles that are integral to good media practice. The proposed program will engage media representatives, TV videographers and social media influencers, using a carefully designed curriculum to impart the knowledge and skills required to challenge harmful media practices. The program will develop competencies in conflict sensitivity, gender sensitivity, Do No Harm (DNH), and Diversity, Equality and

43. Wedding Quotation Example

Weddings are important milestones. And finding the right suppliers can mean the difference between a successful event and the complete opposite. The sample quotation below contains a complete breakdown of wedding costs.



WEDDING COSTS - QUOTATION

DATE OF MEETING:			
DATE OF WEDDING AND TIME:			
BRIDAL COUPLE NAMES AND SURNAME:			
CELL PHONE NUMBERS (NEED TWO NUMBERS):		Bride:	Groom:
BRIDE OR GROOM - Email:			
Amount of guest:		Please note you can increase numbers of guest	
Min amount of guest agreed:		Amount of tables for guest:	
Price per adult guest:	R	Extra tables inside:	
Price per child 6-12:	R50.00	Lapa tables:	
Price per child 0-5:	R00.00	Amount of table cloths required:	
AMOUNT OF ADULTS:		x PRICE:	
AMOUNT OF CHILDREN 6-12:		x PRICE:	R50.00
AMOUNT OF CHILDREN 0-5:		x PRICE:	R00.00
Dance Floor (specify) Small (R1600) Medium (R3300) Large (R4400)			
Ceremony setup: beach with arch (hearts or poles) podium		R800	
Ceremony setup: Gazabo on grass (hearts or poles) podium (canal/ red carpet)			
Lapa setup & service	20 - 40 pax R300	50 - 100 pax R400	
White plastic chairs no arms -R15 (no covers) or R35 (with covers)			
Hessian- divider Draping and 7 curtains		R 1 000	
White - divider draping and 7 curtains		R 1 200	
Fairy lights (per string) curtains (used 7 for windows + 2 for divider)		R40 each	
Roof fairy lights per table dance floor exit		R180 each	
Roof fairy lights per table dance floor exit		R90 each	
Hessian table cloths/ sheet- square		R40 each	
Hessian runner		R20 each	
Hessian log cover with white ribbon		R6 each	
Organza table cloths		R40 each	

44. Website Quotation Example

Developing a website can be a demanding job because the developer would constantly need to adjust to the client's needs. The sample below is a detailed quotation for website development and maintenance.

QUOTATION FOR WEBSITE DEVELOPMENT & MAINTENANCE

DEVELOPMENT DETAILS:

S.N.	Description	Qty	Rate (Rs)
1	Home Page Designing	per design	
2	New HTML page with text writing	per page	
3	New HTML page without text writing	per page	
4	Form to Mail System	per set	
5	Form to Database System	per set	
6	Database listing or preview page	per page	
7	Form interfaces	per interface	
8	Image treatment for web	per image	
9	Newsletter	per section	
10	New PDF Creation	per file	
11	New PDF Creation with Compression	per file	
12	Any Design change in existing page	per page	
13	Any flash file to a page	per page	

MAINTENANCE DETAILS:

Website Maintenance job includes at least the following:

- Content updates
- Replace images i.e. Pictures & Graphics
- One time search engine submission yearly
- Home page editing & updating
- Site hit tracking
- Backing up the site monthly
- Reloading up the site monthly
- Maintaining the navigation

45. Sales Quotation Example

A good sales quote is one that is informative and divided clearly into sections. The example below uses a table to organize its information.



SALES QUOTE

Number Q-117479-B6H5P3
 Version 0
 Issue Date 14 May 2020
 Exp. Date 31 Aug 2020
 Page 1 of 2

Bill To:

Nelson Laboratories, LLC
 6280 S. REDWOOD RD.
 SALT LAKE CITY, Utah 84123-6600
 United States

Sponsor Contact:

Nelson Laboratories, LLC
 6280 S. REDWOOD RD.
 SALT LAKE CITY, Utah 84123-6600
 United States

Customer ID	Product Name	Payment Terms			Purchase Order No.	
703246	ASTM F2100	Net 30 Days				
Item Number	Description	QTY	UOM	Unit Price	Discount	Ext. Price
FTS101C	Flammability Test, 16 CFR part 1610 Turnaround Time: 24 days Sample Amount: 1	1	EACH	\$819.00		\$819.00
PFE115C	Particle Filtration Efficiency Latex Particle Challenge Turnaround Time: 42 days Sample Amount: 1	5	EACH	\$185.90		\$929.50
SBP210C	Synthetic Blood Penetration for Face Masks (sets of 32), per set Turnaround Time: 22 days Sample Amount: 1	1	EACH	\$559.00		\$559.00
BFE101C	Bacterial Filtration Efficiency (BFE) only Turnaround Time: 32 days Sample Amount: 1	5	EACH	\$171.60		\$858.00
DPT110C	Differential Pressure Only Turnaround Time: 20 days Sample Amount: 1	5	EACH	\$59.80		\$299.00
Subtotal						\$3,464.50
Estimated Total						\$3,464.50

GLP Fee, (optional) per study, \$325.00 or 20%, whichever is greater. GLP fees will be indicated on the quotation with a separate GLP fee line for each test or applied when the GLP service option is selected on the sample submission form.
Final reports intended for submission to the U.S. Food and Drug Administration (FDA) in support of a marketing request are generally required to be conducted under the current Good Laboratory Practices (cGLP) regulations of the specific agency. Sponsors should notify the laboratory prior to initiation of such tests and this should be done on the Sample Submission Form checkbox for GLP / Non-GLP. GLP is a value-added service which includes QA master file tracking of samples, QA audit of test phase and QA/GLP statement in the final report. Additional time may be required for the QA review. All studies are performed under GMP conditions and the GLP is a value added service.

STAT Fee, (optional) per study, generally 100% additional based on the test fee.
STAT fees are for expedited testing (minimum stat fee, \$150.00). Due to compendia and scientific requirements, certain studies may not qualify for STAT testing.

Sample Returns: Nelson Laboratories will return your samples upon your request. Billing will be applied to all test requests where the sample return option is selected by the Sponsor. Generally, this fee is \$110 per shipment/order and includes all sample types or returned items, including shipping containers. Please indicate this on your sample submission form and include your preferred courier account number.

Minimum Order Fees: For studies or projects that do not meet our minimum order the following fees apply; \$200 min. fee for BI Sterility and Bacterial Endotoxin studies; \$350 for all other test related studies. Invoices will receive a minimum charge fee for the test fee plus the difference to meet the minimum order fee.

46. Vehicle Quotation Sample

Transportation rentals can be a lucrative business. Operators should never neglect to give customers an informative and fair [vehicle quotation](#).

Global Vehicle Hire
gvh@xytc.com
222 555 7777

Vehicle Hire Quote

Prepared for:
Issa Brent
issabrent@ytt.com

Prepared by:
Kobe Brown
December 11, 2029

Quote Number: 09834

TEMPLATE.NET

47. Work from Home Quotation Sample

The global pandemic has forced millions of people to [work from home](#). The example below is a detailed price quote for a work from home arrangement.

Spear Tech
contact@speartech.com
222 555 7777

Work From Home Price Quote

Prepared For:
Carrie Bond
carrie@email.com

Prepared By:
Margaret Giordano
March 21, 2027

48. Real Estate Quotation Sample

Real estate agencies have to promote transparency and fairness in their transactions. Clients looking for homes should be given a [real estate quotation](#) in order to begin the negotiation process.

Primary Housing
nick@primaryhousing.com
222 555 7777

Real Estate Agency Quotation

Prepared for:
Kath Everest
kath@homesdeluxe.com

Prepared by:
Anna Scherzinger
November 06, 2029

Quote Number: 0095

49. Request for Quotation Sample

If you're looking for a supplier, the first thing to do is [request for a quotation](#). This will arm you with enough information to eventually make a decision to either engage the supplier or not.

Dreamex Agency
dreamex@agency.com
222 555 7777

Sample Request for Quotation

Prepared For :
Blake Scott
blake@zmail.com

Prepared By:
Atwell Roberts
September 14, 2040

Quote Number 00251

50. IT Software Quotation Sample

Information technology is an essential sector in today's Digital Age. If you're planning to engage the services of a computer specialist or professional, always ask for an [IT quotation](#).

Perfect Information
query@perfectinfo.com
222 555 7777

IT Services Quote

Prepared for:
Carla Hinerman
carla@email.com

Prepared by:
Glenn Dowdy
August 12, 2021

Quote Number 10452

QUOTATION FORMAT

A typical business quotation will require a few basic elements. And depending on the nature of the service or product you're offering, its specific contents may vary from case to case. The quick format guide below will help you craft your own quotation:

1. Company Logo

Any formal quotation ought to contain an official business logo. This can appear at the top of the page and may also include basic details below it such as a business address and/or contact information.

2. Client Information

Sending a quotation to a client is similar to mailing a formal letter. Your recipient's details should be indicated and you have the option to insert a brief salutation as an introduction.

3. Description of Services

Describe your services or products in the clearest way possible. Clients and customers will appreciate an organized quote. You can use a table or a spreadsheet. Include all relevant information like price, quantity, item description, etc.

4. Terms and Conditions

You can also list down several terms and conditions below your description of services. These are meant to remind the client about certain stipulations regarding the services.

FAQs

What are quotation examples?

There are several types of quotations. The most common ones are sales quotes and price quotes. These contain detailed descriptions of services and goods that's given to a client by a supplier.

What is the format of quotation?

A basic quotation should always include the client's information, a detailed description of the goods or services being offered, terms and conditions, and other relevant reminders.

How do I write a quotation?

Describe the services you're offering a client and include all relevant details such as price, quantity, lead time, etc. If you don't want to start from scratch, you can easily use an existing template and customize it according to your preference.

How do you quote a price in Word?

You can create a quote with MS Word by using their ready-made templates or create a simple table and fill in the necessary information.

What is a formal quote?

A formal quote is a business document used to provide information to a potential client about a company's services and/or products.