

# Quotation Ideas

Quotations can be a challenging task to complete. If you are in need of more quotation ideas, you can proceed by scrolling down this page.



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## Quotation Ideas and Examples

Quotations are a type of document that allow businesses to present their offered products and services and their price lists. This is used by companies that want to exhibit the value of the products they are pricing. By showing them the itemized price list of services, clients can forecast their budget and commit to the services they can manage to pay for.

## Advertising Quotation Ideas and Examples

Advertisements are an effective way of selling a product or service. To reach a broader set of audiences to achieve maximum revenue, advertising companies provide [advertising quotations](#) for businesses that need enhanced brand awareness. An example of an effective advertising quotation is provided below.

## Advertising Quotation

### QUOTATION TO:

Customer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Email: \_\_\_\_\_

### QUOTATION DETAILS:

Quotation No. \_\_\_\_\_

Customer ID. \_\_\_\_\_

Date \_\_\_\_\_

Valid Date \_\_\_\_\_

DETAILS	MONTH	TOTAL
Full Page(7*9.5) Color Ads	1	\$0.00
Full Page(7*9.5) Black & White Ads	1	\$0.00
Half Page(3.5*9.5) Color Ad	1	\$0.00
Half Page(3.5*9.5) Black & White Ad	1	\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00

SUB TOTAL \$0.00

TAX @ 5% \$0.05

MISCELLANEOUS \$25.00

TOTAL DUE -\$25.05

### TERMS AND CONDITIONS:

Payment must be made within 20 days from the date of preparation. If not an Amount of \$50 will be charged per month from due date

### PLEASE DEPOSIT IN THIS ACCOUNT:

Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Location: \_\_\_\_\_

Thank You



## Construction Quotation Ideas and Examples

A [construction quotation](#) is a document sent by a construction company to its client that indicates the services that need payment. This type of quotation is usually presented using simple yet detailed sections. The document describes the details of the construction work service and specifies the validity of the construction work quote.

[INSERT COMPANY LOGO]

## CONSTRUCTION QUOTATION

Quotation No.: [INSERT QUOTATION NUMBER]  
Date: [INSERT DATE]

[SPECIFY THE NAME OF THE COMPANY]  
[SPECIFY THE ADDRESS]  
[SPECIFY THE CONTACT NUMBER]  
[SPECIFY THE EMAIL ADDRESS]

### Client Information:

Company Name: [SPECIFY THE COMPANY NAME]  
Company Address: [SPECIFY THE COMPANY ADDRESS]  
Contact Number: [SPECIFY THE CONTACT NUMBER]  
Email Address: [SPECIFY THE EMAIL ADDRESS]  
Quotation for: Construction Services and Materials  
Construction Start Date: [SPECIFY THE DATE]  
Construction Deadline: [SPECIFY THE DATE]

### CONSTRUCTION SERVICES:

Service Description	Subcontractor	Estimated Cost	Actual Cost	Variance Cost	Amount Currently Paid	Amount Due
General Requirements	[SPECIFY NAME OF SUBCONTRACTOR]	\$00.00	\$00.00	\$00.00	\$00.00	\$00.00
Construction Plan						
Construction Plan Review						



## Quotation Ideas and Examples for Software

[Software quotations](#) are used by software engineers and companies to present the list of their software and its price list to potential clients. By doing so, clients can identify the services within their price range. It also includes detailed payment and shipping terms, software packaging, and warranties.

## SOFTWARE QUOTATION

[SPECIFY COMPANY NAME]

[INSERT COMPANY LOGO]

QUOTATION #:

DATE:

TO:

COMPANY NAME:

COMPANY ADDRESS:

CONTACT DETAILS:

BUSINESS I.D.:

FROM:

COMPANY NAME:

COMPANY ADDRESS:

CONTACT DETAILS:

BUSINESS I.D.:

Dear,

At [SPECIFY COMPANY NAME], we are committed and passionate in providing your company with high-quality, client-oriented, and excellent software to help you in optimizing and streamlining your business processes and operations. Our services do not just end after we successfully install the software, but also extend to software development services and initiatives. Currently, we have around [SPECIFY NUMBER] clients and continuously provide high-caliber services and technical support. We have competent staff and employees that showcase professionalism, outstanding work quality, and very high attention to detail.

Based on our previous discussion, you want to avail of our latest software products, [SPECIFY SOFTWARE PRODUCT NAMES], which are the best software tools to help you track and monitor your employees' productivity and work quality. In addition to this, you have also decided to avail of our software development services. In the subsequent sections of this document, we will present to you a complete breakdown and quotation of the software products and services. We promise to give you reasonable price offerings. If you have queries and additional concerns, please don't hesitate to



## Ideas and Examples for Catering Quotation

A [catering quotation](#) contains detailed information about a package's initial price that caterers offer to the clients. Creating a catering quotation must be accurate as the given information can affect the transaction and the actual execution of the services. By providing a thorough catering quotation, businesses can provide smooth transactions and a continuous relationship with their customers.



## CATERING QUOTATION

[YOUR COMPANY NAME HERE]  
Catering Services & Event Supplies  
All your catering needs - in one!

[INSERT COMPANY LOGO]  
[COMPLETE BUSINESS ADDRESS]  
[CONTACT DETAILS]

### QUOTATION

Date Issued: May 11, 2018	Quote No.: 10101
Client Code: ABY75938058	Valid until: May 25, 2018
<b>CLIENT DETAILS</b>	<b>EVENT DETAILS</b>
Name: Alexander B. Hamilton	Event Type: Indoor Dining Hall with Outdoor Poolside
Address: 54 Apollo St., Sunset Drive, Winston CA 90211	Event Date: September 14, 2018
Company: Ton ton's All Things Hardware	Event Time: 6 PM to 8 PM (Indoor Dinner) 8 PM to 12 MN (Outdoor Party)
Contact Number: [SPECIFY CONTACT NUMBER/S]	Event Venue: The Grand Budapest Hotel, Winston CA 90211
Email Address: tonton hardware@gmail.com	No. of Attendants: 200 pax
	Dining Style: Table set and serve (indoor) Buffet (outdoor)
<b>NOTES:</b>	
1. Initial non-refundable and non-returnable deposit (50%) of grand total amount due upon signing of Service Agreement.	
2. Remaining 50% balance payable upon completion of all services after the event.	
3. Cancellation must be made [NUMBER] days prior to the Event Date.	
4. Additional services on the Event Date subject to 5% additional charges per service ordered.	
5. This quotation shall be valid only until the date indicated above. Prices subject to change without prior notice.	



## Tips and Ideas for Freelancer Quotation with Examples

Quotations for freelancers are used to manage and forecast the estimated cost of a service from a freelancer. This type of quotation enables freelancers to highlight the details of their services. A [freelancer quotation](#) usually includes the description of the service, estimated time and work schedule, a pricing breakdown, billing details, expiration date, and optional quote add-ons.



Camille W. Oswald

## DIGITAL MARKETING SERVICE QUOTATION

PREPARED FOR:	Ms. Judy I. Baker
PREPARED BY:	Ms. Camille W. Oswald

### Scope of Work

Below are the particularized services that I can offer you:

1. **Social Media Marketing** - Helping you make use of social media platforms, specifically on Instagram, Facebook, Snapchat, Pinterest, Tumblr, and Twitter.
2. **Search Engine Optimization (SEO)** - Boosting your website through SEO tools for better web visibility and traffic to increase potential customers and conversions.

### Pricing

Service	Unit Price	Quantity	Price
Social Media Marketing	\$2,000.00	1	\$2,000.00
SEO	\$1,679.00	1	\$1,679.00
		SUBTOTAL	\$3,679.00
		TAXES	5%
		DISCOUNT %	2.70%
		TOTAL	\$3,763.6

### CALCULATION

UNIT PRICE \* QUANTITY = SERVICE TOTAL PRICE

SUM OF ALL SERVICE PRICE + TAX - DISCOUNT = GRAND SERVICE TOTAL PRICE

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## Maintenance Quotation Ideas and Examples

Maintenance is the process of taking care of things, products, or places for proper conservation and longer use. Companies offer [maintenance quotations](#) to businesses that do not have the time to perform routine checkups or emergency repairs themselves. This quotation provides customers with a clear perspective of the costs of the services they'll need.

[COMPANY LETTERHEAD]

[SPECIFY THE COMPANY NAME]

[SPECIFY ADDRESS]

[CONTACT NUMBER]

[EMAIL ADDRESS]

## MAINTENANCE SERVICES QUOTATION

(House Maintenance Services)

Quotation Number:

Client Information:

Name	:	[SPECIFY THE NAME]
Address	:	[SPECIFY THE ADDRESS]
Contact Number	:	[SPECIFY THE CONTACT NUMBER]
Email Address	:	[SPECIFY THE EMAIL ADDRESS]
House Address	:	[SPECIFY THE HOUSE ADDRESS]
House Area Size	:	[SPECIFY THE AREA SIZE]

The Maintenance Services shall be offered according to the following:

1. Monthly Maintenance Services
  - a. Inspection and changing of air conditioning filters
  - b. Cleaning of the kitchen sink disposal
  - c. Cleaning of range hood filters
  - d. Inspection and changing of fire extinguishers
2. Quarterly Maintenance Services
  - a. Changing carbon dioxide filters
  - b. Changing water filters
  - c. Inspection of garage door auto reverse feature
3. Biannual Maintenance Services
  - a. Changing water heater pressure relief valve



## Rental Quotation Ideas and Examples

[Rental quotations](#) are documents that allow businesses to present their offers in a formal and organized manner. This type of quotation is used when a service provider is offering rental services for their equipment or property. Some examples of rental quotations are given below.



FLAME TOP REALTY INC.  
1348 Farm Meadow Drive, Brentwood, TN 37027  
931-219-2739; info@flametop.com  
www.flametoprealty.com

This quotation is made for the interests and needs of:	
Client/Supplier ID	C-420-0
Name	Rafael K. Donnelly
Company	Silver Fang Apartment and Residences
Address	740 Godfrey Road, Adams, TN 37010
Phone Number	212-552-6037
Email ID	rafael@silverfang.com

Quotation No.	1161993
Quote Date	August 14, 2020
Quote Expiry	August 28, 2020
Description	The client seeks to purchase an apartment building to be used for rental business.
Delivery Date	September 15, 2021

The purpose of this document is to provide the details of the price of the apartment building, in response to the client inquiry we received last August 10, 2020. Further information will be provided should you need a detailed presentation of the offer. We guarantee to provide you only the best services when you confirm your order with us.



## Quotation Ideas and Examples for Website

[Website quotations](#) are used by web designers or developers to present the initial costs of the products and services they offer. It includes the cost of the domain name registration of the client, additional online services, cost of the web design, available support, and the overall package cost to be provided by the business. Web quotations also include the terms, scopes, limitations, and conditions of the transaction.



# WEBSITE QUOTATION

(Re: Website Design and Development)

## Parties

From:

Company Name:  
Principal Place of Business:  
Main Contact Details:  
Business I.D.

To:

Company Name:  
Principal Place of Business:  
Main Contact Details:  
Business I.D.

## BACKGROUND

[SPECIFY SENDER NAME] is a domestic corporation incorporated under the laws of [SPECIFY STATE OF INCORPORATION]. It is principally engaged in the business of providing high-caliber website design and development services. The company provides modernized web designs that complement the dynamics and nature of the clients' brands. The teams working behind this company devote particular attention to the website's technical details, including search engine optimization and overall user or customer experience.

Last [SPECIFY DATE], a representative of your company made initial discussions and negotiations with us develop to your company website. As promised, please find enclosed the quotation for website design and development.

## QUOTATION DETAILS

Quotation Number : [SPECIFY NUMBER]  
Period of Validity : [SPECIFY VALIDITY PERIOD]  
Date of Issuance : [SPECIFY DATE OF ISSUANCE]



# Training Quotation Ideas and Examples

Having well-trained employees is one of the most important factors in providing great customer service. [Training quotations](#) are comprehensive and evaluated piece of documentation that includes the training services provided, packages, and the total time duration of the service. Referring to the example might give you an idea of creating an effective training quotation.

## TRAINING QUOTATION

Quotation Number \_\_\_\_

Date: 00.00.20\_\_

[SPECIFY THE NAME OF THE COMPANY]

[SPECIFY THE ADDRESS]

[SPECIFY THE CONTACT NUMBER]

[SPECIFY THE EMAIL ADDRESS]

### Client's Information:

Company Name: [SPECIFY THE COMPANY NAME]

Address: [SPECIFY THE ADDRESS]

Contact Number: [SPECIFY THE CONTACT NUMBER]

Email Address: [SPECIFY THE EMAIL ADDRESS]

Quotation for: Employee Development Training

The Company provides the following development training especially designed for employees:

1. Technical Training
2. Quality Training
3. Skills Training
4. Soft Skills Training
5. Professional Training
6. Legal Training
7. Managerial Training
8. Safety Training

Quotation for the following training services are as follows:

### TECHNICAL TRAINING

NUMBER OF PARTICIPANTS	MENTOR	DURATION	COST
5-10 participants	[INSERT NAME]	00 days	\$00.00
10-20 participants	[INSERT NAME]	00 days	\$00.00
20 or more participants	[INSERT NAME]	00 days	\$00.00



## **FAQs**

### **What are the important components of a quotation?**

The important components of a quotation include company details, company logo, customer data, quotation date, quotation number, expiration date, detailed description of the services or products, and their price list.

### **How to write a follow-up email to a client after a quotation?**

In creating a follow-up email after a quotation, you can use an appealing but precise subject line, provide clear objectives, ask relevant questions to know why a client did not respond to the quotation, give further explanation of your quotation, and use the CTA method to increase the chance of getting a response.

### **What is a service quotation?**

A service quotation is a document that is prepared by any service-providing businesses, like deliveries, repair, or IT services, that presents an itemized list of services and their prices that a potential customer may need.

### **Is the quotation the same as the invoice?**

No, quotations are provided by a seller before a project begins, which contains the services and their prices to allow a buyer to manage his budget while an invoice is given to the customers after the project has been completed when a payment is needed.

### **How to write quotation emails to customers?**

Writing a quotation email to customers must be done in a formal tone and easy-to-read format, allowing services, materials, and products to be described in as much detail as possible without sounding like an advertisement.

### **Why do we use quotations?**

Quotations are used by companies to provide a representation of their branding and professionalism and to allow potential clients to know the total cost of a service or product before purchasing it.

## **What makes a quotation effective?**

An effective quotation consists of short, yet accurate and comprehensive details on the offered service or product a business is planning to provide.

## **How a quote helps you improve your business?**

By using a quote, clients are provided with an easy-to-understand offering, allows them to contact you first, and enables businesses to identify clients who are ready to commit which prevents them from failing contracts.

## **What is a contractor quotation?**

A contractor quotation is a document that specified all aspects of services, manpower, and materials that are needed in a project which a contractor aims to provide.

## **Is a quote legally binding?**

A quote is not legally binding but accepting one can create a legally binding contract under definite conditions.

## **How long is a quote good for?**

Most quotations last for a month but can change depending on who offered the quote and their company's policies.