

QUOTE

[Your business name]

[Street and number]
[Postcode, City]
[Country]
[email] · [phone]
[VAT or business ID, if you have one]

Quote no. [Q-2026-001]
Date [YYYY-MM-DD]
Valid until [YYYY-MM-DD]
Project [Project name]

Prepared for

[Client name]
[Company]
[Street and number]
[Postcode, City, Country]

Description	Qty	Unit price	Amount

[Tax rate, if any]
[Currency, e.g. EUR / USD / GBP]

	Subtotal
___ %	Tax / VAT
	Total

Terms

[Payment: e.g. 30% to start, the rest on delivery, within 14 days of invoice.]
[What is included and how many rounds of changes.]
[Extra work is billed at [rate] per hour after agreement.]
This quote is valid until the date above.

Accepted by (name, signature, date):
