QUOTATION

All amounts in SGD

FROM

Business name

Address

Phone / email

UEN / GST registration number (if applicable)

QUOTATION DETAILS

Quotation number

Date

Valid until

PREPARED FOR

Customer / company name

Contact / billing address

JOB / SERVICE LOCATION

Site address / job reference

No.	Service / item description	Qty	Unit price	Amount
1				
2				
3				
4				
5				
6				
7				
8				

SCOPE / EXCLUSIONS

Subtotal

Discount

After discount

Tax rate (if applicable)

Tax amount

TOTAL (SGD)

PAYMENT TERMS

Accepted by: _____

Signature / date: _____

One tax rate applies to the full amount after discount. Complete only if applicable.