|  |  |  |
| --- | --- | --- |
|  | **QUOTATION** | |
| **<NAME/COMPANY OF FREELANCER>** | Date |  |
| <Address Line 1> | Quotation No. | <unique quotation no.> |
| <Address Line 2> | Validity | <eg. 30 Days> |
| Contact No.: | Credit Term | <eg. 14 Days> |
| Email: |  |  |
| **Quote To:** | | |
| **<NAME/COMPANY OF HIRER >** | | |
| <Address Line 1> | | |
| <Address Line 2> | | |
| Contact No.: | | |
| Email: | | |
|  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Description**  (work or services to be provided) | **Qty** | **S$** | |
| **Unit Cost** | **Amount** |
|  |  |  |  |
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|  |  |  |  |
| **TOTAL S$** | | |  |

**Terms & Conditions:**

1. This quotation is valid for <insert no. of days> days from the date stated above.
2. Goods and/or services stated in the above quotation are based on estimates. Final invoice amount may vary based on actual goods and/or services provided.
3. <Insert payment terms eg. payment upfront or in tranches>
4. <Insert any other terms and conditions eg. GST is chargeable>
5. Please sign and return quotation to indicate acceptance.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Hirer Signature/Name | Hirer Stamp (if applicable) | Date |

**Thank You!**