

CONSULTING QUOTE

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From (Your Business)

Name: _____

Address: _____

Phone: _____

Email: _____

Prepared For (Client)

Name: _____

Address: _____

Phone: _____

Email: _____

Quote #: _____

Quote Date: _____

Valid Until: _____

Prepared By: _____

Description	Qty	Rate	Amount
<i>e.g. Discovery & assessment phase</i>	<i>1</i>	<i>\$1,200.00</i>	
<i>e.g. Strategy sessions (per hour)</i>	<i>6</i>	<i>\$175.00</i>	
<i>e.g. Implementation support & documentation</i>	<i>1</i>	<i>\$900.00</i>	

Subtotal

Tax (%)

TOTAL

Notes / Payment Instructions

Tip: Tie each line item to a deliverable or milestone from your proposal — it speeds up approval and payment.
