Service quotation format

Editable sample letter: replace the details with your own records before signing

Quote: REF/2026/___
Service: Website maintenance
Scope: Four monthly maintenance visits
Quantity: 4 | Unit price: INR 2,500
Subtotal: INR 10,000
Tax: [confirm applicability]
Valid until: 15 October 2026
Excludes: New feature development
Payment: 50% on approval; balance on completion