[Your Company Pte Ltd]

[Street address, #unit]
[Singapore postal code]
UEN [UEN]
GST Reg. No. [GST no., if GST-registered]

QUOTATION

Quotation no. [QUO-0001]
Date [DD Mon YYYY]
Valid until [Date, e.g. 14 or 30 days]

PREPARED FOR

[Customer Company Pte Ltd]
[Customer address]
[Attn: contact name]

SCOPE / DESCRIPTION	QTY	UNIT PRICE (S$)	AMOUNT (S$)

Subtotal	S$
GST 9%	S$
Total	**S$**

Delete the GST row if not GST-registered.

Payment terms: [e.g. 50% deposit to start, balance on delivery]

Not included: [e.g. hosting, stock photos]

Prices hold until the date above.

ACCEPTED BY THE CLIENT

Name _____ Signature _____ Date _____