

SERVICE QUOTATION

Professional Services Quote Template

Quote Number:	QUO-	Client Name:	
Date:		Contact Person:	
Valid Until:		Commencement Date:	
Project Name:		Currency:	AUD

FROM — Seller		TO — Client / Buyer	
Company Name:		Company / Client Name:	
ABN:		ABN (if applicable):	
Address:		Address:	
City/State/PC:		City / State / Postcode:	
Phone:		Contact Person:	
Email:		Phone:	
Website:		Email:	

LINE ITEMS						
#	Service Description	Scope / Deliverable	Unit	Qty / Hrs	Rate (AUD)	Amount (AUD)

PAYMENT SCHEDULE			
Milestone / Invoice	Due Date	Amount (AUD)	Status

Subtotal (excl. GST)	
Travel & Disbursements	
GST (10%)	
TOTAL (AUD)	

Terms & Conditions
1. This quotation is valid for 30 days. 2. Services will commence upon receipt of signed acceptance and any agreed deposit. 3. Any scope changes must be agreed in writing and may result in additional charges. 4. Progress invoices will be issued at agreed milestones. Final payment due within 14 days of completion. 5. Intellectual property in all deliverables remains with the provider until final payment is received.

Authorisation & Acceptance			
Service Provider		Client Authorisation	
Name:		Name:	
Title:		Title:	
Date:		Date:	
Signature:		Signature:	