[Your agency name]

[Street address, city, country]
[Phone] · [Email] · [Website]

Quotation

Quotation no.	[QUO-0000]	Date of issue	[DD Month YYYY]
Prepared for	[Client or partner agency]	Valid until	[DD Month YYYY]
Trip	[Trip name]	Prepared by	[Name, phone, email]
Destinations	[Places, in the order visited]	Currency	[CUR]
Travel dates	[Start date] [End date]	Nights	
Adults	[Number]	Children	[Number]
Children's ages	[Ages on the travel date]	Infants	[Number]

Day by day

Day	Date	Service	Description	Charged to	Qty	Unit price	Line total
		[Service]	[What is included, no supplier names]	All			

Services total for the party

How the price per person is worked out: a line charged to All is shared equally by the adults and children; a line charged to Adults, Children or Infants is shared by that group only. Round the prices to suit your own policy. Send the client a PDF, never this workbook.

Traveller	No.	Per person	Total
Adult			
Child			
Infant			

Total for the party

Optional extras, not included in the price above

Extra	Description	Qty	Unit price	Total
[Extra the client may add]	[What it is, when, for whom]			

Total with every optional extra

Included	Not included
[What the price covers]	[What it does not cover]

Terms

Validity	[What happens after the valid-until date, in your words]
Payment	[Your payment schedule: deposit, balance and their due dates]
Cancellation	[Your cancellation policy, in your own words]
To accept	[How the client accepts: reply by email, sign below or pay the deposit]