

SOFTWARE QUOTATION

[SPECIFY COMPANY NAME]

[INSERT COMPANY LOGO]

QUOTATION #:

DATE:

TO:

COMPANY NAME:

COMPANY ADDRESS:

CONTACT DETAILS:

BUSINESS I.D.:

FROM:

COMPANY NAME:

COMPANY ADDRESS:

CONTACT DETAILS:

BUSINESS I.D.:

Dear,

At [SPECIFY COMPANY NAME], we are committed and passionate in providing your company with high-quality, client-oriented, and excellent software to help you in optimizing and streamlining your business processes and operations. Our services do not just end after we successfully install the software, but also extend to software development services and initiatives. Currently, we have around [SPECIFY NUMBER] clients and continuously provide high-caliber services and technical support. We have competent staff and employees that showcase professionalism, outstanding work quality, and very high attention to detail.

Based on our previous discussion, you want to avail of our latest software products, [SPECIFY SOFTWARE PRODUCT NAMES], which are the best software tools to help you track and monitor your employees' productivity and work quality. In addition to this, you have also decided to avail of our software development services. In the subsequent sections of this document, we will present to you a complete breakdown and quotation of the software products and services. We promise to give you reasonable price offerings. If you have queries and additional concerns, please don't hesitate to contact [SPECIFY NAME], the [SPECIFIC JOB POSITION] of our company. You can reach him or her through this number: [SPECIFY CONTACT NUMBER], or email him or her at [SPECIFY EMAIL ADDRESS].

1. QUOTATION

Please review and consider the quotation provided below:

SOFTWARE	SERIAL NUMBER	QUANTITY	DESCRIPTION	RATE
SOFTWARE A	100300000000	1	[SPECIFY SOFTWARE DESCRIPTION]	Rs.00
SOFTWARE B	100400000000	1		Rs.00
SOFTWARE C	100500000000	1		Rs.00
SOFTWARE D	100700000000	1		Rs.00
TOTAL:				Rs.00

SOFTWARE DEVELOPMEN T SERVICES	SERIAL NUMBER	HOURS	DESCRIPTION	RATE	TARGET COMPLETIO N DATE
Planning and Negotiation	20030000 00	10	[SPECIFY DESCRIPTION]	Rs.00	00/00/00
Design and Analysis	20040000 00	10		Rs.00	00/00/00
Database Creation	20050000 00	10		Rs.00	00/00/00
Integration to the system	20070000 00	5		Rs.00	00/00/00
Finalization of Documentation	20080000 00	10		Rs.00	00/00/00
[SPECIFY OTHER SERVICES]	20090000 00	10		Rs.00	00/00/00
			TOTAL:	Rs.00	

2. PAYMENT TERMS AND CONDITIONS

We propose and present the following payment terms and conditions:

PAYMENT TERMS AND CONDITIONS

- You are required to pay [SPECIFY PERCENTAGE] % of the total price upon your agreement to the terms of this quotation, and upon signing the contract that we have prepared for you.
- You are required to pay [SPECIFY PERCENTAGE] % of the total price upon completed installation of the availed software products.
- You are required to pay [SPECIFY PERCENTAGE] % of the total price upon completion of Phase 1 of the software development services.
- You are required to pay [SPECIFY PERCENTAGE] % of the total price upon completion of Phase 2 of the software development services.
- You are required to pay [SPECIFY PERCENTAGE] % of the total price upon completion of Phase 3 of the software development services.

3. APPROVALS

If you accept and agree to the terms and conditions, please affix your signature and other required information on the spaces provided.

NAME:

JOB POSITION:

SIGNATURE:

DATE: