PROJECT QUOTE

BUSINESS

Business name _____

Address _____

Phone / email _____

QUOTE DETAILS

Quote no. _____

Date _____

Valid until _____

Prepared by _____

CLIENT AND EVENT

Client _____ Contact _____

Event _____ Event dates _____

Venue _____

EQUIPMENT

Description	Qty	Unit	Unit price	Amount

Equipment subtotal

CREW

Description	Qty	Unit	Unit price	Amount

Crew subtotal

DELIVERY

Description	Qty	Unit	Unit price	Amount

Delivery subtotal

Subtotal

Sales tax, if applicable (_____%)

Quoted total

QUOTE TERMS

_____

_____

EXCLUSIONS

_____

_____

_____ _____ _____

Accepted by (client signature) Print name Date

This quote is valid until the date shown. Changes to the equipment or hours are quoted separately.