# **Quotation of Work Contract**

**Date:** [Insert Date]  
**Quotation Number:** [Insert Quotation Number]

## **1. Parties Involved**

**Service Provider**Name: [Insert Provider Name]  
Address: [Insert Address]  
Contact Number: [Insert Phone Number]  
Email: [Insert Email]

**Client/Employer**Name: [Insert Client Name]  
Address: [Insert Address]  
Contact Number: [Insert Phone Number]  
Email: [Insert Email]

**2. Scope of Work**

| **Task No.** | **Work Description** | **Quantity** | **Rate** | **Total Cost** |
| --- | --- | --- | --- | --- |
| 1 | [Insert Work Task] | [Insert Qty] | [Rate] | [Cost] |
| 2 | [Insert Work Task] | [Insert Qty] | [Rate] | [Cost] |
| 3 | [Insert Work Task] | [Insert Qty] | [Rate] | [Cost] |

**Total Cost (Before Tax):** [Insert Total Amount]  
**Applicable Taxes (%):** [Insert Tax Rate]  
**Total Amount (After Tax):** [Insert Total Amount with Tax]

**3. Terms & Conditions**

1. **Work Schedule**: Work will commence on [Insert Date] and end on [Insert Date].
2. **Payment Terms**: Payment will be made in [Installments, Weekly, etc.].
3. **Completion Date**: The work will be completed by [Insert Date].
4. **Quality Assurance**: Work should adhere to quality standards outlined in the contract.
5. **Termination Clause**: Termination notice requires [Insert Number] days' notice.

**Signature (Service Provider)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Insert Name]  
Position: [Insert Position]

**Signature (Client/Employer)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Insert Name]  
Position: [Insert Position]