

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]