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In business, a quote is a document which companies provide to prospective clients. This document will outline or 'quote' the costs involved in the project. Costs can include everything from labor costs, supplies, materials as well as service costs. A client approaches a company regarding their project and requests a quote.

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Construction Quotation Template – 20+ (for Word, Excel, PDF) A construction quotation is a bid document which is offered to a client by a contractor or supplier offering to perform a specific task at a given price within a specific time period. It is generally used in the building and construction industry and also by merchandise suppliers.

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Without further ado, here are the following guidelines for the quotation format: the title of what is the form is about should be specified (an example is The Quotation For Plumbing) the quotation details such as the quotation number and the validity date of the quotation the date of when the quotation is given

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Sample Quotation Format in Ms Word for shop, business or company Instructions to Use Quotation Quotation normally issued before sale to give rates of specific product, discount and availability of the product or installation time. Quotation rates must be for specific time period for instance, rate are valid for one month, 15 days etc.

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Tender quotation documents are generally used to invite qualified contractors to submit sealed bids to supply goods or provide services. Creating such a document every time you want to put out an invitation is not the most exciting of tasks. Thankfully, there are ready-made templates that you can use to quickly craft your own quotation.