YOUR LOGO

NORTHWIND BUSINESS SERVICES

123 Business Road · Your City, ST 00000 · (555) 010-2030 · hello@yourcompany.com

Quotation

Ref. QT-2026-0141 · 12 November 2026

Prepared for: Henry Clark, Clark & Co., Business support services
Client PO: PO-7781
Services: Business support package
Period: October - December 2026
Payment terms: Net 30

Dear Henry,

Thank you for your enquiry. We are pleased to quote a fixed price for the services below. This quotation is valid for 30 days and becomes a binding agreement when signed and returned.

PARTICULARS	QUANTITY	AMOUNT
Consulting - process review	10 hour @ $85.00	**$850.00**
Monthly bookkeeping package	3 month @ $250.00	**$750.00**
Payroll setup	1 job @ $300.00	**$300.00**
Software licence (annual)	1 licence @ $420.00	**$420.00**
Staff training workshop	1 session @ $350.00	**$350.00**
Report & recommendations	1 report @ $200.00	**$200.00**

Subtotal	$2,870.00
Tax (10%)	$287.00
TOTAL	**$3,157.00**

Terms

1. Prices exclude tax unless stated.
2. Pay by bank transfer or card and quote the document number as reference.
3. Late payments may incur interest of 1.5% per month.
4. Questions about this document? Contact accounts@yourcompany.com within 7 days.

With kind regards,

For Northwind Business Services

Client acceptance & date