**Service Quote for Work**

horizontal line

**Professional Services Inc.**456 Corporate Blvd, Business City, BC 78901, USA  
Tel: 987-654-3210, Fax: 987-654-3211  
Website: http://www.professionalservices.com, Email: info@professionalservices.com

**QUOTATION**Quote Ref No: QUO-2024-001

**Client Company Name**789 Enterprise Lane  
Innovation Park, IP 98765, USA

**Attn: Ms. Jane Doe, Procurement Manager**

**Description of Work**Thank you for the opportunity to provide our professional services. We are pleased to offer the following:

* IT and network setup for new office space
* Continuous technical support and maintenance
* Training for staff on new software and hardware systems

**Amount**$36,000.00

**Remarks**PAYMENT TERMS: 25% deposit required to commence work. Balance payable in milestones as per the project's progress.  
VALIDITY: 30 days from the date of this quote

We look forward to assisting you with your IT needs and ensuring optimal operation for your team. Should you have any questions or need further clarification, please feel free to contact us.

**For Professional Services Inc.**

To accept, please sign and date below and return this quote to us by fax or email.