

Service Quote for Work

Professional Services Inc.

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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.