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# Quotation Letter For Job

**Bright Future Events**

**123 Harmony Lane**

**New York, NY, 10001**

**events@brightfuture.com**

**(212) 555-1234**

**April 7, 2024**

**Ms. Elizabeth Johnson**

**Johnson Marketing Solutions**

**789 Market Street**

**New York, NY, 10002**

**Dear Ms. Johnson,**

Subject: Quotation for Event Planning Services

Thank you for considering Bright Future Events for your upcoming corporate retreat. Based on our discussion and your requirements for a 3-day event in October 2024, I am pleased to provide you with a detailed quotation for our event planning services.

**Quotation Details:**

**Event:** Corporate Retreat for Johnson Marketing Solutions

**Date:** October 15-17, 2024

**Location:** Lakeview Resort, Catskills, New York

**Number of Attendees:** 50

**Services Included:**

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1. **Event Planning and Coordination:** Comprehensive planning, vendor coordination, and event management.
    - **Cost:** \$5,000.00
  2. **Venue Booking and Decoration:** Includes venue rental fees, thematic decoration, and setup.
    - **Cost:** \$10,000.00
  3. **Catering Services:** Breakfast, lunch, and dinner for all attendees for the duration of the retreat.
    - **Cost:** \$15,000.00 (\$300 per person)
  4. **Entertainment and Activities:** Team building activities, a keynote speaker, and evening entertainment.
    - **Cost:** \$7,000.00
  5. **Transportation:** Round trip transportation from New York City to the Catskills.
    - **Cost:** \$3,000.00

**Total Quotation:** \$40,000.00

#### **Terms & Conditions:**

- **Payment Terms:** 30% deposit required upon contract signing, 40% due one month before the event, and the remaining 30% due one week before the event date.
- **Cancellation Policy:** Cancellations made more than 30 days before the event will receive a full deposit refund. Cancellations within 30 days of the event will forfeit the deposit.
- **Validity:** This quotation is valid until April 30, 2024.

Bright Future Events is committed to delivering a memorable and seamless experience for you and your team. We are excited about the possibility of working together and are ready to adjust any of the above services to better fit your needs and budget.

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Please feel free to contact me directly should you have any questions or if you would like to proceed with the booking.

Thank you once again for the opportunity. We look forward to making your corporate retreat a resounding success.

**Warm regards,**

**Olivia Martinez**

**Event Director**

**Bright Future Events**

**(212) 555-1234**

**[olivia.martinez@brightfuture.com](mailto:olivia.martinez@brightfuture.com)**