**Travel Quotation for Builder**

horizontal line

**Builder Name:** [Builder's Full Name]  
**Company:** [Company Name]  
**Destination:** [Destination City, Country]  
**Departure Date:** [DD/MM/YYYY]  
**Return Date:** [DD/MM/YYYY]  
**Purpose of Trip:** [Conference, Site Inspection, Business Meeting, etc.]

**Itinerary Details:**

1. **Flight Information:**
   * **Departure:** [Flight Number], [Departure Airport] to [Destination Airport], Depart [Departure Time], Arrive [Arrival Time]
   * **Return:** [Flight Number], [Destination Airport] to [Departure Airport], Depart [Departure Time], Arrive [Arrival Time]
2. **Accommodation:**
   * **Hotel Name:** [Hotel Name]
   * **Address:** [Hotel Address]
   * **Check-in:** [Check-in Date]
   * **Check-out:** [Check-out Date]
   * **Room Type:** [Single, Double, Suite]
3. **Transportation:**
   * **Car Rental:** [Rental Company], [Car Model], Pickup [Pickup Date & Time], Drop-off [Dropoff Date & Time]
   * **Local Transport Passes:** [Details of any local transport passes, e.g., subway, bus]
4. **Conference/Event Registration (if applicable):**
   * **Event Name:** [Name of Event or Conference]
   * **Venue:** [Venue Address]
   * **Dates:** [Event Start Date] to [Event End Date]
   * **Registration Fee:** $[Amount]
5. **Additional Information:**
   * **Travel Insurance:** [Provider, Coverage Details]
   * **Visa Requirements:** [Needed/Not Needed, any specific instructions]
   * **Special Requests:** [Any specific needs such as dietary restrictions, accessibility requirements]

**Total Estimated Cost:**

* **Flights:** $[Amount]
* **Accommodation:** $[Amount]
* **Transportation:** $[Amount]
* **Conference/Event Fees:** $[Amount] (if applicable)
* **Miscellaneous Expenses:** $[Amount]

**Grand Total:** $[Total Amount]

**Notes:**

* Prices are subject to change based on availability at the time of booking.
* This quotation is valid until [Date].

**Contact Information:**

* **Travel Agent Name:** [Agent's Name]
* **Phone:** [Agent's Phone Number]
* **Email:** [Agent's Email Address]