

Travel Quotation for Builder

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]