

Freelance Engagement Quotation

Date: [Insert Date]

To: [Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

Thank you for considering my services for your project. Below is the quotation based on your requirements:

Project Details

Project Title: [Insert Project Title]

Description: [Brief description of the project]

Quotation Breakdown

Service	Rate	Estimated Hours	Total
[Service 1]	[Rate]	[Hours]	[Total]
[Service 2]	[Rate]	[Hours]	[Total]
Total Estimated Cost			[Total Estimated Cost]

Terms and Conditions

- Payment terms: [Insert payment terms]
- Project timeline: [Insert project timeline]
- Additional provisions: [Any additional provisions]

If you have any questions or would like to discuss this quotation further, please feel free to contact me at [Your Contact Information].

Looking forward to the opportunity to work together!

Best regards,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]