QUOTE

[Your Business Name]
[Street address]
[City, State ZIP]
[email@yourbusiness.com]
[(555) 555-0123]

PREPARED FOR

[Client Name]
[Street address]
[City, State ZIP]
[client@email.com]

Quote number:	Q-0001
Date:	10/27/2026
Valid until:	11/26/2026
Event:	[Wedding, date]

SERVICE	UNIT PRICE	QUANTITY	AMOUNT
Full planning package From booking to event day	$4,500.00	1	**$4,500.00**
Day-of coordination team Lead and assistant, 10 hours	$1,200.00	1	**$1,200.00**
Design and decor setup	$800.00	1	**$800.00**

NOTES/MEMO

Vendor amounts are estimates, contracted and paid directly by the client. 50% to book, balance 30 days before the event.

Subtotal:	$6,500.00
Total:	**$6,500.00**