

Estimation Quotation for Space Planning & Layouts

Client Name : _____
Project Name : _____
Project Location : _____
Date : _____
Quotation No. : _____

1. Scope of Work

This quotation covers **space planning and layout design services** for the proposed project. The scope includes:

- Site study & measurements
- Zoning and circulation planning
- Conceptual layout options
- Finalized 2D layout drawings
- Furniture & workstation layouts
- Revisions/optimizations (as per client feedback)

2. Estimated Cost Summary

Service Description	Unit	Qty	Rate (INR)	Amount (INR)
Site Visit & Measurements	Per Visit	—	—	—
Conceptual Layout Plans (2-3)	Per Set	—	—	—
Finalized 2D Space Layout	Per Sq. ft.	—	—	—
Furniture & Circulation Layout	Per Sq. ft.	—	—	—
Client Meetings / Revisions	Per Session	—	—	—

Sub Total (INR): _____

GST/Taxes (%): _____

Grand Total (INR): _____

3. Deliverables

- Scaled 2D layout drawings (AutoCAD / PDF)
- Furniture positioning & space utilization plan
- Maximum revisions included

4. Terms & Conditions

1. Quotation valid for **30 days** from issue.
2. Payment Terms: % advance, balance upon completion of final layouts.
3. Additional revisions/meetings beyond agreed scope will be charged extra.
4. Delivery timeline: working days after project commencement.

5. Declaration

We hereby submit our quotation for your kind approval.

Authorized Signatory

(Company Name & Seal)