

Quote

Example figures: replace them with your own.

Your company name

Street and number, city, postcode, country
Tax ID: 000000000
Phone: +00 000 000 000
Email: bookings@example.com

Chauffeur quote

Quote number Q-2026-0042
Quote date 2026-11-10
Valid until 2026-11-24

Prepared for

Customer name	
Company (if any)	
Phone	
Email	

Trip details

Date and pickup time	2026-11-20 05:30
Service	Airport transfer
Pickup	Airport, terminal 1
Drop-off	Hotel name, street and number, city
Stops on the way	None
Passengers	2
Suitcases	3
Flight number	XX 1234
Vehicle class	Business

Price

Item	Amount
Base fare: airport transfer, Business class	75.00
Surcharge: night pickup (20% of the base fare)	15.00
Surcharge: airport fee	8.00
Extra: child seat (1)	10.00
Subtotal	108.00
Tax (10%)	10.80
Total	118.80

Terms

- Validity: this quote is valid until the date above. After that date the price may change.
- Cancellation: free up to 24 hours before pickup, 50% of the fare between 12 and 24 hours before pickup, the full fare within 12 hours or for a no-show.

- Waiting: 15 minutes free, or 60 minutes at airports counted from the booked pickup time. After that, 10 for each started block of 15 minutes.
- Payment: on invoice, within 14 days of the trip, unless agreed otherwise.

Acceptance

To accept this quote, sign below and return it before the validity date.

For Your company name

Name

Signature

Date

For the customer

Name

Signature

Date