

XYZ Packers and Movers Pvt. Ltd.

Street Address, Building/Block Name, Area, City. Pin: 700XXX
Phone: 3257 XXXX | Mob: 93308 XXXXX | Email: yourmail@hostname.com
www.xyzpackersandmovers.com

Quotation for Packing and Shifting Services

To,
Mr./Mrs.

Ref No:
Date:

We thank you for giving us the opportunity to quote for relocation and shifting of your valuable goods. We are pleased to quote you our best rate offer for the same as under:

Shifting From City:

To City:

Sl. no	PARTICULARS	Charges
1	Transportation Charges	
2	Car Transportations Charge	
3	Packing Charges	
4	Loading Charges	
5	Unloading Charges	
6	Unpacking and re-arranging Charges	
7	Escort Service Charge	
8	Carpenter / Electrician Charges	
9	Storage Charges	
10	Octroi Charges	
	Sub Total:	
	Service tax @ 12.3%:	
	Insurance Charges (basic/all risk):	
	Gross Total:	
Amount in Words:		

Terms and Conditions

- The above quoted transportation charges are based on the present prevailing rates which is valid for two weeks. Beyond that transportation charges may vary.
- The carrier and their agents shall be exempt from any loss or damage through accident, fire, rain, collision, or any other road/river hazard. We therefore recommend that goods be insured covering FOV Charges (Carrier risk).
- 80% of the total invoiced amount must be paid at loading point and remaining 20% after delivery.
- For insurance, the full amount of the premium value is to be paid at the Loading Point, before the departure of the consignment. Receipt of the insurance should be handed over to you.
- PLEASE NOTE that the above quote has been drafted keeping in view of our basic packaging standards, with the best packing materials.
- Cost of packing and handling is based on provided list of materials. Extra charge will be applicable for extra items and for services which is not mentioned here in this quote.
- We would further request you to kindly give us one week's advance notice to executing this job to your satisfaction.

Assuring you of best of our services, we look forward to your confirmation.

Sincerely yours,
Mr. Name of the Executive

XYZ Packers and Movers Company