

EVENT MANAGEMENT QUOTATION

Agency	[Your agency name] GSTIN [27AAAAA0000A1Z5]
Client	Sample Pharma Pvt Ltd GSTIN [27BBBBB1111B1Z5]
Event	Annual Day 2026, Hotel ballroom, Pune 14 Nov 2026 300 guests
Quotation no. / date	QUO-2026-0142 25 Sep 2026 Valid for 7 days (to 2 Oct 2026)
Place of supply / SAC	Intra-state (Maharashtra) SAC 998397

#	Scope	Qty	Rate	Amount
1	Stage & backdrop. 32x12 ft stage, 12x8 ft P2.6 LED backdrop, 1 day rigging	1 lot	₹1,85,000	₹1,85,000
2	Sound & lighting. Line-array PA, 8 moving heads, 2 followspots, operators	1 lot	₹1,20,000	₹1,20,000
3	Anchor. Emcee, 2 hours + script briefing	1 event	₹45,000	₹45,000
4	Live music. 5-piece band, 90-minute set	1 set	₹90,000	₹90,000
5	Registration. Desk, 300 printed badges, 4 hostesses	1 lot	₹38,000	₹38,000
6	Decor. Entrance arch, stage flowers, 20 table centrepieces	1 lot	₹52,000	₹52,000
7	Show control. Run-of-show, rehearsal, 6-person on-ground team x 2 days	1 lot	₹40,000	₹40,000

Production & services subtotal	₹5,70,000
Management fee (15% of subtotal)	₹85,500
Taxable value	₹6,55,500
CGST @ 9%	₹58,995
SGST @ 9%	₹58,995
TOTAL PAYABLE	₹7,73,490

If the client deducts TDS under Section 194-C at 2% on the taxable value, the deduction is ₹13,110 and the cash received is ₹7,60,380.

Payment milestones

Milestone	When due	%	Amount
Confirmation advance	On signing this quotation	40%	₹3,09,396
Pre-event payment	7 days before the event	40%	₹3,09,396
Balance	Within 7 days after the event	20%	₹1,54,698

Terms & conditions

- Scope.** Covers only the items and quantities listed. Venue hire, hotel food and beverage, and music copyright licences are billed to the client directly unless a line says otherwise.
- Guest count basis.** Priced for the guest count shown. Per-head items are re-priced if the final count moves more than 10% either way.
- Validity.** Valid for the number of days shown. Artist and equipment availability is not held beyond that date.
- Change control.** Changes to scope, dates, venue or guest count after approval are quoted in writing and start only after the client confirms.
- Payment.** Milestones as scheduled. Work on the next milestone starts only when the previous one is cleared.
- Taxes.** GST at the rate shown under SAC 998397. If the client deducts TDS under Section 194-C, the deduction is on the taxable value excluding GST.
- Cancellation (sample).** More than 30 days before the event: advance retained. 15 to 30 days: 60% payable. Under 15 days: 100% payable. Non-refundable vendor deposits pass through at actuals.
- Force majeure.** Neither party is liable for delay caused by events beyond reasonable control, including severe weather and government orders. Costs already committed to vendors remain payable.

Accepted for and on behalf of the client, subject to the terms above.

Client name & signature	Date

Sample document. Replace the bracketed details and rates with your own. Have your advisor review the terms before use. Template by venura.org.