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# **Sample Quotation Letter For Engineering Services**

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United States. Date: \_\_\_\_\_ (Date on which letter is written) To, Ellen

Pierce, Centurion Company. 873 E. Glenholme St. Business Letter for Quotation - Sample Format &

Writing Tips A basic engineering quotation should have the following information: The title or brief

description of the services that the client would like to acquire. The

contract period of the project which would depend on the number of phases involved. The location of the project. 10+ Engineering Quotation

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Contractor ENG. 3.2(b) (Quote)

Absence of the Engineer from Site

Please be informed that the

Resident Engineer, Mr 'A', will be absent from Site from (date) to

(date). Mr 'C' (name) will substitute

for Mr 'A' in this period. The duties and authority delegated to Mr 'A' by letter reference/date are

transferred to

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