

Tour Quote

QUOTE HEADER

From (your business)

Phone / WhatsApp

Email

Client

Quote date

Valid until

state how long the price holds

Trip

tour name, dates, travellers

LINE ITEMS

Description	Category	Qty	Unit price	Line total

Categories: accommodation / activity / transfer / meals / park & entry fees. One row per cost.

TOTALS

Subtotal

Margin

as a line or a percentage — keep it clear

Taxes / fees

Grand total (KES / USD)

Per person

INCLUSIONS

- ...
- ...

EXCLUSIONS

- ...

PAYMENT TERMS

Deposit

amount or % that confirms the booking

Balance due

amount and due date before travel

How to pay

M-Pesa Paybill / bank details

Cancellation

sliding scale once confirmed

Close with one line telling the client what to do to confirm — e.g. “Pay the deposit to confirm your dates.”

Tip: Savanna Sync builds priced quotes and itineraries in minutes from reusable packages — **start a free 14-day trial (no credit card) at savannasync.com**