

Simple Rental Quotation

Quotation Number: SRQ-2025-045

Date: February 5, 2025

Rental Company Information:

Name: Easy Rentals

Address: 100 Main Street, City Center, CC 12345

Contact Information: Phone: (555) 123-4567, Email: contact@easyrentals.com

Client Information:

Name: Sarah Johnson

Address: 250 Green Avenue, Suburbia, SB 56789

Contact Information: Phone: (555) 987-6543, Email: sarah.johnson@example.com

Rental Details:

Item: Office Space

Location: 45 Business Park, Downtown

Rental Period: March 1, 2025 – March 31, 2025

Total Area: 1,200 sq ft

Pricing Details:

- Monthly Rent: \$1,500
- Security Deposit: \$1,500 (refundable)
- Cleaning Fee: \$100
- **Total Amount Due:** \$3,100

Terms and Conditions:

- Rent due on the 1st of every month.
- The tenant is responsible for electricity and internet.
- The property must be returned in the same condition to receive the full security deposit.
- Cancellation requires a 15-day notice.

Expiration Date:

This quotation is valid until February 20, 2025.