Quotation for Attendance Management System

Dear [Client Name],

We are pleased to submit our quotation for the design and development of an Attendance Management System tailored for your organization.

Scope of Work:
1. Employee login/logout with IP & location tracking
2. Clock-in & clock-out system
3. Monthly attendance and working hour reports
4. Overtime calculation
5. Employee self-service dashboard
6. Admin panel with reporting and management

Description	Cost (INR)
Development & Setup	■35,000
Hosting & Deployment (1st Year)	■10,000
Annual Maintenance & Support	■7,500 / year

Timeline: Project delivery within 6 weeks from approval.

Terms & Conditions:
- 50% advance payment on project confirmation, balance on delivery.
- One-year free support for bug fixes.
- Any additional feature requests will be charged separately.

We look forward to your approval to initiate the project.

Sincerely,
[Your Name]
[Your Company Name]