[Organization’s letterhead if desired—this is optional]

**QUOTE** for services

[today’s date]

[Your name]

[Organization’s name]

[Organization’s full mailing address]

[Organization’s phone number]

{Organizational contact’s email address]

|  |  |
| --- | --- |
| **Description** | **Amount** |
| [Description of **activity** you will lead and the **date** when it will occur. For example:  Participation on the panel *Building Partnerships for the SDGs: Academics and Nonprofit Organizations Reflect on Collaboration Opportunities and Challenges*, scheduled for April 21, 2021.] | $XXX.00 |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** | $XXX.00 |

If you have any questions about this quote, please contact Jamie White-Jones: [Jamie.jones@gatech.edu](mailto:Jamie.jones@gatech.edu)

Thank you for your partnership!