

# Product Quotation Sheet

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Quotation No.: \_\_\_\_\_

Date: \_\_\_\_\_

Valid Until: \_\_\_\_\_

Client Name: \_\_\_\_\_

Client Address: \_\_\_\_\_

Contact: \_\_\_\_\_

## Product Details

#	Product Name / Description	SKU / Code	Quantity	Unit Price	Total
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____

Subtotal: \_\_\_\_\_

Discount: \_\_\_\_\_

Tax (%): \_\_\_\_\_

**Total Amount:** \_\_\_\_\_

## Terms & Conditions

- Payment Terms: \_\_\_\_\_
- Delivery Timeline: \_\_\_\_\_
- Other Terms: \_\_\_\_\_

**Note:** Please review this quotation carefully. For further information or clarification, contact us at the provided details.

Prepared By:

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Name & Signature

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Approved By:

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Name & Signature

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