

Sales Quotation

Quotation #: ____ | Date: ____

From

[Your Company Name]
[Address Line 1]
[Address Line 2]
Phone: [__]
Email: [__]

To

[Client Name]
[Client Company]
[Address Line 1]
[Address Line 2]
Phone: [__]
Email: [__]

Product/Description	Qty	Unit Price	Amount
[Product Name/Description]	[Qty]	[Price]	[Amount]
[Product Name/Description]	[Qty]	[Price]	[Amount]

Subtotal	[__]
Tax (%)	[__]
Total	[__]

Terms & Conditions

[Payment terms, delivery details, validity period, other notes.]