

# Quotation

**From:**  
[Your Company Name]  
[Company Address Line 1]  
[Company Address Line 2]  
[Phone] | [Email]

**To:**  
[Client Name/Company Name]  
[Client Address Line 1]  
[Client Address Line 2]

Quotation No.	[Number]	Date	[DD/MM/YYYY]
Valid Until	[DD/MM/YYYY]	Prepared By	[Your Name]

## Printing Services Quotation

Description	Quantity	Unit Price	Total
[e.g. Business Cards Printing - Full Color, 300gsm]	[Qty]	[Price]	[Total]
[e.g. Flyers - A5, Double Sided]	[Qty]	[Price]	[Total]
Subtotal			[Subtotal]
Tax ([%])			[Tax Amount]
Total			[Grand Total]

### Terms & Conditions

- Quotation valid until [DD/MM/YYYY].
- Prices exclude/include delivery charges as specified.
- Payment terms: [e.g. 50% deposit, balance upon completion].
- Lead time: [Number] working days after approval and payment.
- Artwork must be provided in print-ready format.

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[Your Name]  
[Your Position]  
[Your Company Name]