

Sales Quotation

Quotation No.: _____

Date: _____

Prepared By: _____

Valid Until: _____

Customer / Client Information

Company Name: _____

Contact Person: _____

Address: _____

Phone / Email: _____

Quotation Details

#	Description	Quantity	Unit Price	Total

Subtotal: _____

Tax (%): _____

Total: _____

Terms and Conditions

Authorized Signature

Date: _____

Name & Title: _____

Client Acceptance

Date: _____

Name & Title: _____

Remarks / Notes:

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