

# Purchase Order Quote

Quote #: \_\_\_\_\_ | Date: \_\_\_\_\_

**Supplier:**

Company Name  
Address Line 1  
Address Line 2  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Customer:**

Company / Name  
Address Line 1  
Address Line 2  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

#	Description	Qty	Unit Price	Total
1	Item / Service 1	_____	_____	_____
2	Item / Service 2	_____	_____	_____

Subtotal \_\_\_\_\_  
Tax \_\_\_\_\_  
**Total** \_\_\_\_\_

**Notes / Terms:**

\_\_\_\_\_  
Authorized Signature

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

Customer Signature

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