

[Your Logo]

Quotation

Supplier Details

Company Name:

Address:

Contact Person:

Email:

Phone:

Customer Details

Company Name:

Address:

Contact Person:

Email:

Phone:

Quotation Info

Quotation No:

Date:

Valid Until:

Reference:

Description of Goods/Services

#	Description	Qty	Unit Price	Total
1				
2				
3				
Subtotal				
Tax / VAT				
Grand Total				

Terms & Conditions

- Prices are valid until [validity date].
- Delivery timeline: [number] days from order confirmation.
- Payment terms: [payment terms].
- Warranty: [warranty details].
- Other terms as applicable.

Authorized Signature

Date:

Customer Acknowledgment

Date:

