

Company Name

123 Business Park

City, State, ZIP

Phone: (000) 123-4567

Email: info@company.com

Sales Quotation

Quotation #: SQ-2024-001

Date: 2024-06-27

Quotation For:

Customer Name:

Client Business Ltd.

Address:

456 Client Drive, Client City, CL 67890

Contact:

Jane Doe, +1 (000) 987-6543, jane@client.com

Offer Details

#	Description	Qty	Unit Price	Total
1	Product / Service Item 1 description goes here	10	\$100.00	\$1,000.00
2	Product / Service Item 2 description goes here	5	\$150.00	\$750.00
3	Product / Service Item 3 description goes here	2	\$500.00	\$1,000.00
Subtotal				\$2,750.00
Tax (10%)				\$275.00
Total				\$3,025.00

Terms & Conditions

- Payment Terms: 30 days after invoice
- Quotation is valid for 30 days from the date of issue
- Delivery time: Within 2 weeks after order confirmation
- Warranty: 1-year limited warranty included

For **Company Name**

Name & Title
For **Client Business Ltd.**

Name & Title