

Address Line 1  
Address Line 2  
City, State, ZIP  
Email: [info@courier.com](mailto:info@courier.com)  
Phone: (123) 456-7890

Client Name  
Client Company  
Address Line 1  
Address Line 2  
City, State, ZIP  
Email: client@email.com

# Courier Service Quotation

Quotation No. : \_\_\_\_\_ Date : \_\_\_\_\_

Valid Until : \_\_\_\_\_ Prepared By : \_\_\_\_\_

Description	From	To	Weight	Unit Price	Quantity	Subtotal
Sample Courier Service						
					<b>Subtotal</b>	
					<b>Tax</b>	
					<b>Total</b>	

### Terms & Conditions:

- Prices quoted are valid until \_\_\_\_\_.
- Payment terms: \_\_\_\_\_.
- Any additional charges will be notified prior to dispatch.
- For queries, please contact us at [info@courier.com](mailto:info@courier.com).

Authorized Signature

---

Customer Signature

---