

Courier Company Name

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

Quotation To:

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	_____	_____	_____	_____	_____	_____
						Subtotal _____
						Tax _____
						Total _____

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.

Authorized Signature

Customer Signature
