

# Simple Shipping Quote Sheet

## Shipper Information

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_

## Consignee Information

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_

## Shipment Details

Item Description	Quantity	Weight (kg)	Length (cm)	Width (cm)	Height (cm)	Notes

## Rates & Charges

Description	Amount
Freight Charge	
Insurance	
Other (specify)	
	<b>Total</b>

## Additional Notes

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Prepared By: \_\_\_\_\_

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Approved By: \_\_\_\_\_