

Sales Quotation

Quote No: _____

Date: _____

Valid Until: _____

Prepared By:

Name: _____

Company: _____

Contact: _____

Customer:

Name: _____

Company: _____

Address: _____

Contact: _____

Quotation Details

#	Product Description	SKU	Quantity	Unit Price	Discount	Subtotal
1	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____
Subtotal:						_____
Discount:						_____
Tax (____ %):						_____
Total:						_____

Terms & Conditions

- Payment terms: _____
- Delivery terms: _____
- Warranty: _____
- Other notes: _____

Additional Notes:

Prepared By:

Signature: _____

Date: _____

Approved By (Customer):

Signature: _____

Date: _____