

# Sales Quotation

**From:**

[Your Company Name]  
[Address Line 1]  
[Address Line 2]  
[Phone]  
[Email]

**To:**

[Client Name]  
[Client Address 1]  
[Client Address 2]  
[Client Phone]  
[Client Email]

**Quotation No:** [Number]

**Date:** [Date]

**Valid Until:** [Expiration Date]

#	Product / Description	Quantity	Unit Price	Discount	Total
1	[Item Description]	[Qty]	[Unit Price]	[Discount]	[Line Total]
2	[Item Description]	[Qty]	[Unit Price]	[Discount]	[Line Total]

Subtotal	[Subtotal]
Tax	[Tax Amount]
Other Charges	[Other Charges]
Grand Total	[Grand Total]

**Terms & Conditions:**

[Insert payment terms, delivery timeframe, warranty, or other notes here.]

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Authorized Signature