

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.]

Authorized Signature