

Company Name

Address Line 1

Address Line 2

Phone: (000) 000-0000

Email: info@company.com

Quotation No: _____

Date: _____

Valid Until: _____

Product Pricing Sales Quotation

To:

Client Name

Company Name (if applicable)

Address Line 1

Address Line 2

Phone: (____) ____ - ____

Email: client@email.com

#	Product / Service	Description	Qty	Unit Price	Total
1	Item Name 1	Short Description	____	____	____
2	Item Name 2	Short Description	____	____	____

Subtotal _____

Tax (%) _____

Total _____

Terms & Conditions:

- Prices quoted are valid until the date specified above.
- Delivery lead time: _____.
- Payment terms: _____.
- Additional notes or terms as required.

Authorized Signature
(Company Representative)

Customer Signature
(if required)