

# Sales Quotation

Quotation #

Date

Valid Until

## Seller Information

Company Name

Contact Person

Address

Phone / Email

## Customer Information

Customer Name

Contact Person

Address

Phone / Email

## Quotation Details

#	Product / Service	Description	Unit	Qty	Unit Price	Total

Subtotal

Tax (%)

Other Charges

Grand Total

## Terms & Conditions

- Payment Terms:
- Delivery Time:
- Warranty:
- Other Notes:

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Seller's Signature

Customer's Signature