

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:

Seller's Signature

Customer's Signature