

Sales Quotation

Supplier:

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

Quotation No.: _____

Date: _____

Customer:

[Customer Name]
[Company Name]
[Address]
[Phone]
[Email]

Order Details

#	Product / Item Description	SKU / Code	Quantity	Unit Price	Total
1					
2					
Subtotal					
Discount					
Tax					
Grand Total					

Terms & Conditions

[List your terms and conditions here.]

Notes

[Add additional remarks here.]

Authorized Signature

Date: _____