

# 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					
<b>Subtotal</b>					
<b>Discount</b>					
<b>Tax</b>					
<b>Grand Total</b>					

**Terms & Conditions**

[List your terms and conditions here.]

**Notes**

[Add additional remarks here.]

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Authorized Signature

Date: \_\_\_\_\_