

Printing Quotation

Date: _____

Quotation No.: _____

From:

Company Name: _____

Address: _____

Contact: _____

Email: _____

To (Client):

Client Name: _____

Address: _____

Contact: _____

Email: _____

Order Details

#	Description	Size	Paper/Material	Quantity	Unit Price	Total
1	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____

Subtotal _____

Discount _____

Grand Total _____

Notes:

- Validity: ____ days from date of quotation
- Delivery: _____
- Payment Terms: _____
- Other Remarks: _____

Prepared by:

Name: _____

Position: _____