

Quotation

Quotation No.: _____

Date: _____

Prepared By: _____

Customer Details

Name/Company: _____

Contact Person: _____

Email: _____

Phone: _____

Address: _____

Product Specification

#	Description	Specifications	Qty	Unit Price	Total
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____

Subtotal: _____

Tax: _____

Total: _____

Terms & Conditions

- Lead time: _____
- Validity: _____
- Payment terms: _____
- Other terms: _____

Authorized Signature: _____