

Personalized Item Quotation

Quotation No: _____

Date: _____

Prepared For:

Name: _____

Company: _____

Address: _____

Email: _____

Prepared By:

Name: _____

Company: _____

Address: _____

Email: _____

Quotation Details

Item Description	Personalization	Quantity	Unit Price	Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Subtotal	_____
Tax (%)	_____
Grand Total	_____

Remarks / Terms & Conditions:

- _____
- _____
- _____

Signature

Date: _____

Client Approval

Date: _____