

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: _____