

# QUOTATION / PROFORMA INVOICE

Company Name Ltd.  
123 Sample Street  
City, Country 12345  
Phone: +1-234-567-8901  
Email: sales@company.com

Quotation No.: Q-0001  
Date: 2024-01-01  
Valid Until: 2024-01-31  
Proforma Invoice: PI-0001

**Bill To:**

Client Name  
Client Company  
456 Customer Ave.  
City, Country 67890  
Phone: +9-876-543-2100  
Email: client@email.com

#	Description	Qty	Unit Price	Total
1	Product / Service Name	10	100.00	1,000.00
2	Another Product / Service	5	200.00	1,000.00
Subtotal				2,000.00
Tax (10%)				200.00
Grand Total				2,200.00

**Notes:**

- All prices are quoted in USD.
- Payment due within 30 days of invoice date.
- Delivery within 15 business days after receipt of payment.

Authorized Signature

Client Signature