

# Sales Offer

## To:

[Customer Name]  
[Company Name]  
[Address]  
[Email Address]

## From:

[Your Name]  
[Your Company]  
[Your Address]  
[Your Email]

## Offer Details

Product/Service	Description	Quantity	Unit Price	Total
[Product 1]	[Short description]	1	\$0.00	\$0.00
				<b>Subtotal \$0.00</b>
				<b>Tax \$0.00</b>
				<b>Total \$0.00</b>

## Terms & Conditions

- Payment is due within [X] days from invoice date.
- Offer valid until [Expiration Date].
- Goods/services will be delivered upon receipt of payment.
- Other terms as agreed.

Customer Signature  
Date: \_\_\_\_\_

Sales Representative  
Date: \_\_\_\_\_