

**Company Name**

Address Line 1

Address Line 2

City, State ZIP

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Sales Quotation**

Quotation No: \_\_\_\_\_

Date: \_\_\_\_\_

Valid Until: \_\_\_\_\_

**To:**

Customer Name

Company (if applicable)

Address Line 1

Address Line 2

City, State ZIP

#	Description	Quantity	Unit Price	Total
1	Item/Service Description	_____	_____	_____
2	Item/Service Description	_____	_____	_____

**Subtotal** \_\_\_\_\_

**Tax** \_\_\_\_\_

**Total** \_\_\_\_\_

**Notes / Terms & Conditions:**

\_\_\_\_\_

\_\_\_\_\_

**Authorized Signature:**

\_\_\_\_\_  
Name & Position

Thank you for your business!