

# Sales Quote

Customizable Enterprise Document

## Company & Client Information

Quote #:

Enter Quote Number

Date:

YYYY-MM-DD

Your Company:

Company Name

Client Company:

Client Name

Contact:

Contact Person

Client Contact:

Client Contact

## Description / Notes

Short project or quote description

## Quoted Items

Item / Service	Qty	Unit Price	Line Total
Item/Service Name	0	0.00	0.00
Item/Service Name	0	0.00	0.00
Item/Service Name	0	0.00	0.00

Subtotal 0.00

Discount 0.00

Tax (%) 0.00

**Total** 0.00

## Terms & Conditions

Enter payment, delivery or validity terms

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Authorized Signature

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Client Signature