

# Sales Quotation

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

## Company Name

Address Line 1  
Address Line 2  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## Client Name

Company/Organization  
Address Line 1  
Address Line 2  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Dear Client Name,

We are pleased to provide you with the following sales quotation:

#	Description	Quantity	Unit Price	Total
1	Product/Service Name	---	---	---
2	Product/Service Name	---	---	---

Subtotal : \_\_\_\_\_

Tax (%) : \_\_\_\_\_

**Grand Total** : \_\_\_\_\_

## Terms & Conditions

- Prices are valid for \_\_\_ days from the quotation date.
- Payment terms: \_\_\_\_\_.
- Delivery Time: \_\_\_\_\_.
- Other terms as required.

Prepared by:

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

Thank you for considering our offer.  
Please do not hesitate to contact us for further information.