

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.