

# Sales Quotation

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

## From

Company Name  
Address Line 1  
City, State ZIP  
Email: info@company.com  
Phone: (000) 000-0000

## To

Client Name  
Client Address Line 1  
City, State ZIP  
Email: client@email.com  
Phone: (000) 000-0000

## Quotation Details

Description	Qty	Unit Price	Amount
Product / Service 1	1	0.00	0.00
Product / Service 2	1	0.00	0.00

Subtotal	0.00
Tax (%)	0.00
<b>Total</b>	<b>0.00</b>

## Terms & Conditions

- Prices quoted are valid for 30 days from the date of quotation.
- Payment is due within 15 days upon delivery or as negotiated.
- Please contact us for any clarification or modification.

Authorized Signature: \_\_\_\_\_