

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
Total	0.00

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: _____