

Your Company Logo

Sales Quotation

Quoted To:
Client Name
Client Company
Address Line 1
Address Line 2
Quotation Details
Quotation #: QUO-0001
Date: 2024-06-01
Valid Until: 2024-06-30
Contact
Email: you@email.com
Phone: +1 234 567 8900

| # | Service | Description | Unit Price | Qty | Amount |
|---|------------------|---|------------|-----|--------|
| 1 | Web Design | Complete redesign for the home and about pages. | \$800 | 1 | \$800 |
| 2 | SEO Optimization | On-page SEO for up to 10 pages. | \$100 | 2 | \$200 |
| 3 | Hosting | 1 year premium web hosting plan. | \$150 | 1 | \$150 |

Subtotal
\$1,150
Tax (10%)
\$115
Total
\$1,265

Terms & Notes

This quotation is valid for 30 days from the date of issue.
Payment terms: 50% upfront, 50% upon completion.
Thank you for considering our services.