

# 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.