

**Company Name**

Address Line 1  
Address Line 2  
Phone: (xxx) xxx-xxxx  
Email: info@company.com

**Sales Proposal Quotation**

Date: \_\_\_\_\_  
Quotation #: \_\_\_\_\_

---

**Client Information**

Client Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Proposal Details**

Item Description	Quantity	Unit Price	Total
Product/Service 1	1	\$0.00	\$0.00
Product/Service 2	1	\$0.00	\$0.00
<b>Subtotal</b>			<b>\$0.00</b>
<b>Tax (xx%)</b>			<b>\$0.00</b>
<b>Total</b>			<b>\$0.00</b>

**Terms & Conditions**

- Valid until: \_\_\_\_\_
- Payment terms: \_\_\_\_\_
- Delivery timeline: \_\_\_\_\_
- Other terms: \_\_\_\_\_

---

Company Representative

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_

Client

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_