

# Sales Quote

## From

**Company Name**

Address Line 1  
Address Line 2  
Email: sales@company.com  
Phone: (123) 456-7890

## To

**Client Name**

Client Company  
Address Line 1  
Address Line 2  
Email: client@email.com  
Phone: (987) 654-3210

## Quote Details

Quote #:

Date:

Valid Until:

## Product Details

Item	Description	Qty	Unit Price	Discount	Total
Product A	Short description here	2	\$100.00	\$10.00	\$190.00
Product B	Short description here	1	\$250.00	\$0.00	\$250.00

**Subtotal:** \$440.00

**Tax (10%):** \$44.00

**Total:** \$484.00

## Terms & Conditions

Payment is due within 30 days from the date of invoice.

This quote is valid until the date specified above and is subject to product availability.

Thank you for your business. Please contact us with any questions regarding this quote.