

[Your Company Name]

[Address Line 1]

[Address Line 2]

Phone: [Phone Number] | Email: [Email Address]

Quotation for Building Materials

Quotation No: _____

Date: _____

To: _____

Project/Ref: _____

Contact: _____

Valid Until: _____

#	Description	Unit	Quantity	Unit Price	Total
1					
2					
3					
Subtotal					
Tax (%)					
Total Amount					

Terms & Conditions:

- Prices quoted are valid until the above mentioned date.
- Delivery period: _____
- Payment terms: _____
- Other terms: _____

Prepared by: _____

Date: _____