|  |  |  |  |
| --- | --- | --- | --- |
| DATE  Date | EXPIRATION DATE  Date | Your company slogan | Logo placeholder |

|  |  |  |
| --- | --- | --- |
| Your Company Name  Street Address  City, ST ZIP Code  Phone  Fax: Fax  Email | TO: | Name  Company Name  Street Address  City, ST ZIP Code  Phone  Customer ID: ID |

| SALESPERSON | Job | SHIPPING METHOD | SHIPPING terms | delivery DATE | Payment Terms | Due Date |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | DD/MM/YYYY |  | dd/mm/yyyy |
|  |  |  |  |  | Due on Receipt | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Quantity | item # | Description | unit price | discount | Line Total |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | |  |
| Total Discount | |
| Subtotal | |  |
| Sales Tax | |  |
| **Total** | |  |
| Quotation prepared by: | <NAME> | | |
|  | This is a quotation on the goods named, subject to the conditions noted below: Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation. | | |

To accept this quotation, sign here and return: