|  |  |  |  |
| --- | --- | --- | --- |
| DATEDate | EXPIRATION DATEDate | Your company slogan | Logo placeholder |

|  |  |  |
| --- | --- | --- |
| Your Company NameStreet AddressCity, ST ZIP CodePhoneFax: FaxEmail | TO: | NameCompany NameStreet AddressCity, ST ZIP CodePhoneCustomer 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: