|  |  |  |  |
| --- | --- | --- | --- |
| **Quote** |  | **Date:** |  |
|  | **Invoice:** |  |
|  | **Expiration Date:** |  |

|  |  |  |
| --- | --- | --- |
| [Your Company Name] |  | [Name] |
| [Street Address] |  | [Company Name] |
| [City, ST ZIP Code] |  | [Street Address] |
| [000.000.0000] |  | [City, ST ZIP Code] |
| [e-mail] |  | [Phone] |
| Fax  |  | Customer ID  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Salesperson** | **Job** | **Payment Terms** | **Due Date** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Qty** | **Description** | **Unit Price** | **Line Total** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
|  | **Subtotal** |  |
| **Sales Tax** |  |
| **Total** |  |

|  |  |
| --- | --- |
| Quotation prepared by:  |  |
|  |  |
| 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: |  |

Designed by:



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