**REQUEST FOR QUOTE**

|  |  |  |
| --- | --- | --- |
| **[Company Name]** |  | Date: |
| **[Company Address]** |  | Quotation No: |
| **[Company Phone, Email, Fax]** |  | Customer ID: |

|  |
| --- |
| **Quote For** |
| **[Name]** |
| **[Company Name]** |
| **[Company Address]** |
| **[Company Phone, Email, Fax]** |

|  |
| --- |
| **Customer Special Instructions** |
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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Salesperson** | **P.O. Number** | **Ship Date** | **Ship Via** | **F.O.B Point** | **Terms** |
|  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Quantity** | **Description** | **Unit Price** | **Taxable** | **Amount** |
| 1 | Concrete | $20 |  | $20 |
| 1 | Glue | $5 |  | $5 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | **Subtotal** | $25 |
|  |  |  | **Tax Rate** |  |
|  |  |  | **Other** |  |
|  |  |  | **Total** | $25 |