|  |  |  |  |
| --- | --- | --- | --- |
|  | |  | **QUOTE TO:** |
| **[My Company Name]** |  |  | [Company Name] |
| [Street Address] |  |  | [Street Address] |
| [State, Zip Code] |  |  | [State, Zip Code] |
| [Phone Number] |  |  | [Phone Number] |
|  |  |  |  |
| **SALES PERSON** | **JOB** | **PAYMENT TERMS** | **DUE DATE** |
| [Person Name] | [Job] | [Terms] | [Date] |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **QUANTITY** | **DESCRIPTION** | | **UNIT RATE** | **AMOUNT** |
| 001 |  | | $0.00 | $0.00 |
| 002 |  | | $0.00 | $0.00 |
| 003 |  | | $0.00 | $0.00 |
| 004 |  | | $0.00 | $0.00 |
| 005 |  | | $0.00 | $0.00 |
| 006 |  | | $0.00 | $0.00 |
| 007 |  | | $0.00 | $0.00 |
| 008 |  | | $0.00 | $0.00 |
|  | |  | **Sub Total** | **$0.00** |
|  | |  | **Vat 15%** | **$0.00** |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Total Amount** | **$ 0.00** |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Prepared by |  | Accepted by |

Designed by:



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