

**YOUR LOGO
HERE**

QUOTE

[Company Name]

[Company Slogan]

[Street Address, City, ST ZIP Code]

Phone [phone] Fax [fax]

[email]

TO [Contact Name]

[Company Name]

[Street Address]

[City, ST ZIP Code]

[phone]

Customer ID [No.]

INVOICE # [NO.]

DATE: [CLICK TO SELECT DATE]

EXPIRATION DATE [CLICK TO SELECT DATE]

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
		Due on receipt	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
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: _____

THANK YOU FOR YOUR BUSINESS!