

[YOUR BUSINESS NAME]

[Street address, City]
[Phone] • [email@business.com]

QUOTATION

Quote no. **QT-0001**
Date: **[DD/MM/YYYY]**
Valid until: **[DD/MM/YYYY]**

PREPARED FOR

[Client name]
[Company]
[Address, City]
[client@email.com]

Description	Qty	Rate (USD)	Amount (USD)
[Item or service]	10	15.00	150.00
[Item or service]	2	80.00	160.00
[Installation / delivery]	1	30.00	30.00
Subtotal			USD 340.00
Tax (0%)			USD 0.00
TOTAL			USD 340.00

TERMS

This quotation is valid for 30 days from the date above.
Delivery: [x] working days after the order is confirmed.
Payment: [50%] advance, balance on delivery.

Accepted by (client): _____ Date: _____

NOTES

Prices exclude any taxes not listed above.

Thank you for your business!