PRICE QUOTE Date: [Enter a Date]

[Your Company Name] Invoice = [100]

[Street Address] Expiration Date: [Enter a Date]

[City, St. ZIP Code]

[Phone] **To,** [Name]

Fax[00000000000] [Company Name]

[Email] [City, St. ZIP Code]

[Phone]

Customer ID [ABC12345]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Salesperson** | **Job** | **Shipping Method** | **Shipping terms** | **Delivery Date** | **Payments**  **Terms** | **Due Date** |
|  |  |  |  |  | Due on receipt |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Qty.*** | ***Item#*** | ***Description*** | ***Unit Price*** | ***Discount*** | ***Line Total*** |
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|  |  |  |  | Subtotal |  |
|  |  |  |  | Sales Tax |  |
|  |  |  |  | Total |  |

**Quotation prepared by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is quotation on the goods named, subject to the conditions noted below: {Describe any

Condition pertaining to these prices and any additional terms of the agreement. You may

Want to include contingence that will affect the quotation.}

To accept this quotation, sign here and return: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Your Logo**  **Here** |

***Thank you for your business!***

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