

[YOUR COMPANY NAME]

Quotation

[Address] · [Phone] · [Email]
[Website] · Reg./Tax No. [000000]

Ref: QT-0001
Date: [DD/MM/YYYY]
Valid until: [DD/MM/YYYY]

TO

[Client Name], [Designation]
[Company]
[Address]

Subject: Quotation for [product / service]

Dear [Name],

Thank you for your enquiry dated [date]. We are pleased to quote our best prices as follows:

#	Description	Qty	Unit Price	Amount
1	[Item / service]	2	500.00	1,000.00
2				
3				
4				
5				
6				
Subtotal				[0.00]
Tax ([0]%)				[0.00]
TOTAL				[0.00]

TERMS & NOTES

Payment: [terms]. Delivery: [time] from order confirmation.

We hope our offer meets your requirements and look forward to your order.

YOURS FAITHFULLY

[Name], [Designation], for [Your Company Name]