

QUOTATION

[Your Business Name]

[Address, City, State, PIN]

GSTIN: [15-character GSTIN]

State: [State] · State code: [00]

Quotation No.: QT-0001

Date: [DD/MM/YYYY]

Valid until: [DD/MM/YYYY]

Place of supply: [State]

BILL TO

[Client Name]

[Address]

GSTIN: [Client GSTIN or Unregistered]

[illegible]

TERMS & NOTES

Amount in words: [Rupees ... only]

This is a quotation, not a tax invoice. A GST tax invoice will be issued on acceptance.

Intra-state supply: charge CGST + SGST. Inter-state supply: charge IGST.

Bank: [Bank name, A/c no., IFSC]

FOR [YOUR BUSINESS NAME]

Authorised signatory: _____