[LOGO] **[Your Business Name]**
[Street address, City, State, PIN] · [Email] · [Phone] · [Website]

QUOTATION

Quotation No.: QT-0001
Date: [DD/MM/YYYY]
Valid until: [DD/MM/YYYY]

TO

[Contact Name], [Designation]
[Company]
[Address]

Subject: Quotation for [items or services]

Dear [Mr./Ms. Name],

Thank you for your enquiry. Please find our quotation below.

#	Description	Qty	Rate	Amount
1	[Item or service description]	[0]	[0.00]	[0.00]

Subtotal	[0.00]
Tax ([0]%)	[0.00]
TOTAL	**[0.00]**

TERMS & NOTES

Prices are valid until the date above and are [exclusive / inclusive] of taxes.
Payment: [terms]. Delivery: [timeline].

Yours faithfully,

[Name], [Designation]

ACCEPTANCE

Accepted by: _____ Signature: _____ Date: _____

Made with the free Taskip quotation template. Create, send and track quotes online: taskip.net/tools/free-quotation-generator/