

SALES QUOTATION

Quotation No.: SQ-0001

Date: [DD/MM/YYYY]

Valid until: [DD/MM/YYYY]

[Your Business Name]

[Street address, City, Postcode]

[Email] · [Phone]

[Tax / VAT / GST registration no.]

CUSTOMER

[Customer Name]

[Company]

[Delivery address]

Delivery: [Incoterm, e.g. EXW / FOB / DAP] Lead time: [X] days Payment: [Net 30]

[illegible]

TERMS & NOTES

Prices valid for 15 days, subject to stock availability at the time of order.

Returns accepted within 14 days in original packaging.

ACCEPTANCE

Accepted by: _____

Signature: _____ Date: _____