

Dear Sir,

We are pleased to submit our quotation for the supply of the following furniture items as per your requirement.

S.No.	Item Description	Qty	Unit Price (₹)	Total (₹)
1	Executive Office Chair (Model EX-5)	104,800	48,000	2
2	Wooden Office Table (5x3 ft)	57,500	37,500	3
3	Visitor Chairs (Model VC-2)	153,200	48,000	4
4	Steel File Cabinet (4 Drawer)	49,000	36,000	

|| Subtotal || | ₹1,69,500 |

|| GST (18%) || | ₹30,510 |

|| Grand Total || | ₹2,00,010 |

Delivery Time: Within 10–12 working days after receiving the purchase order.

Payment Terms:

- 50% Advance with order confirmation
- 50% Balance after delivery

Validity: This quotation is valid for **15 days** from the date of issue.

Warranty: One-year warranty on manufacturing defects.

Authorized Signature:

(Signature & Seal)

Name: Priya Sharma

Designation: Sales Manager