



COMPANY NAME

123 COMPANY STREET
COMPANY CITY, ST 12345

SALES QUOTE

QUOTE #0135

PREPARED FOR

CUSTOMER NAME

123 CUSTOMER STREET
CUSTOMER CITY, ST 12345

PREPARED DATE

Jun 06, 20XX

EXP. DATE

Aug 06, 20XX

ITEM	QTY	PRICE	TOTAL
Item 1	500	\$175	\$87,500
Item 2	450	\$150	\$67,500
Item 3	300	\$750	\$225,000
			\$380,000



THIS QUOTATION IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

1. Delivery will be made within [DAYS] days following [COMPANY NAME] receipt of payment.
2. Delivery will be made f.o.b. [COMPANY NAME] facility.
3. The general terms and conditions of purchase at [WEBSITE LINK OR REFERENCE TO ATTACHMENT] apply to this quotation contract.
4. This quotation may be accepted to form a binding contract upon any one of the following options:
 - a. Signature below and payment to [COMPANY NAME] for the items listed in this quote prior to the expiration date.
 - b. Issuance of a purchase order to [COMPANY NAME] referencing this quote and the terms and conditions herein prior to the expiration date above.

AGREED AND ACCEPTED:

NAME

TITLE

DATE