Ref No :

Date :

To \

Mr \

Subject \

SUBJECT: en \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Sir,

With reference to the above captioned subject,, we are very much pleased to quote our best possible prices for the above cited works, as per the Specifications in ( SCHEDULE - A ) and in accordance with the ( TERMS & CONDITIONS ) attached herewith.

We hope it will meet your requirements, but in case of any clarifications, please do not hesitate to contact us, as we shall be ready to cooperate at all times.

Hoping to hear from you soon, until then best regards and we remain.

Yours sincerely,

### **Branch Sales Manager**

## TERMS & CONDITIONS

|  |  |
| --- | --- |
| Ref**.** No**.** | DATE : |
| VALIDITY : -   * Prices are valid for (30) Days from the date of this quote. * Prices are valid subject to a minimum area of () Sqm .   WORK SCHEDULE : -  The Work Schedule will be as per readiness of Site, but we would require Ten Days Notice prior  COMPANY'S OBLIGATIONS : -      CLIENT'S OBLIGATIONS : -      TERMS OF PAYMENT : -      COST : -  The approximate cost of this quotation is (). However, actual cost is subject to final measurements after completion of the job.  GUARANTEE : -  We shall guarantee our works for a period of () years and in accordance with the Certificate of Guarantee issued by the Second Party. | |