

YOUR LOGO  
HERE

# QUOTE

**[Company Name]**

[Company Slogan]

[Street Address, City, ST ZIP Code]

Phone [phone] Fax [fax]

[email]

INVOICE # [NO.]

DATE: [CLICK TO SELECT DATE]

eXPIRATION dATE [CLICK TO SELECT DATE]

TO [Contact Name]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]  
[phone]  
Customer ID [No.]

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
		Due on receipt	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL

SUBTOTAL

SALES TAX

TOTAL

Quotation prepared by: \_\_\_\_\_

This is a quotation on the goods named, subject to the conditions noted below: [Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.]

To accept this quotation, sign here and return: \_\_\_\_\_

**THANK YOU FOR YOUR BUSINESS!**