

Your Company Name

Your Company Slogan

Street Address

City, State ZIP Code

Phone (800) 123-4567 Fax (800) 123-4568

Quotation For:

Name

Company Name

Street Address

City, ST ZIP Code

Phone

DATE 08/08/2017

Quotation # 200

Customer ID ABC567

Quotation valid until: 20/08/2017

Prepared by:

Instructions:

Enter a T in each row that should be
taxed. (Note: This box won't print.)

Comments or Special Instructions: None

SALES PERSON	P.O. NUMBER	SHIP DATE	SHIP VIA	F.O.B. POINT	TERMS
					Due on receipt

QUANTITY	DESCRIPTION	UNIT PRICE	TAXABLE?	AMOUNT
10	green tables	\$ 95.00	T	950.00
20	yellow chairs	\$ 45.00		900.00

\$ 1,850.00	SUBTOTAL
20.00%	TAX RATE
180.00	SALES TAX
-	OTHER
\$ 2,040.00	TOTAL