

# Your Company Name

Your Company Slogan

Street Address

City, State ZIP Code

Phone (XXX) 123.4567 Fax (XXX) 123.4568

Quotation For:

Name

Company Name

Street Address

City, ST ZIP Code

Phone

Comments or Special Instructions: None

# Quotation

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.)

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

QUANTITY	DESCRIPTION	UNIT PRICE	TAXABLE?	AMOUNT
10	green tables	\$ 25.00	T	\$ 250.00
20	yellow chairs	\$ 45.00		\$ 900.00

SUBTOTAL	\$ 1,150.00
TAX RATE	20.00%
SALES TAX	230.00
OTHER	-
<b>TOTAL</b>	<b>\$ 1,380.00</b>