**QUOTATION**

**YOUR BUSINESS NAME**

Your Address, City, Province, Postal Code

Phone: +27 XX XXX XXXX | Email: your@email.com

VAT No: 4XXXXXXXXX

|  |  |
| --- | --- |
| Quote #: | QUO-001 |
| Date: | 2024/10/18 |
| Valid Until: | 2024/11/18 |
| Customer: | Customer Name |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DESCRIPTION** | **QTY** | **UNIT PRICE** | **VAT** | **AMOUNT** |
| Item 1 description | 1 | R 1,000.00 | R 150.00 | R 1,150.00 |
| Item 2 description | 1 | R 1,000.00 | R 150.00 | R 1,150.00 |
| Item 3 description | 1 | R 1,000.00 | R 150.00 | R 1,150.00 |

|  |  |
| --- | --- |
| SUBTOTAL: | R 3,000.00 |
| VAT (15%): | R 450.00 |
| **TOTAL:** | **R 3,450.00** |

**TERMS & CONDITIONS:**

• This quotation is valid for 30 days from the date above

• Prices include VAT at 15%

• Payment terms: 50% deposit, balance on completion

• Delivery: 14 working days from order confirmation

**ACCEPTANCE:**

I accept the above quotation:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_