

Your Company Name

Your Company Slogan

Quotation

Street Address

City, State ZIP Code

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

DATE 08/08/2017

Quotation # 200

Customer ID ABC567

Quotation For:

Name

Company Name

Street Address

City, ST ZIP Code

Phone

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

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	\$ 95.00	T	\$ 950.00
20	yellow chairs	\$ 45.00		\$ 900.00

SUBTOTAL \$ 1,850.00

TAX RATE 20.00%

SALES TAX 190.00

OTHER -

TOTAL \$ 2,040.00