GENERAL QUOTE

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| (Company’s Name) | | | | | | |
| (Address) | | | | | | |
| (Zip Code) | | | | | | |
| (Email Address) | | | | | | |
|  | | | | | | |
| **Prepared By:** | | (Name) | | | |  |
| **Date:** | | (Click select a date) | | | |  |
| **Quote Number:** | | (6543) | | | |  |
| **Customer ID:** | | (2222) | | | |  |
| **Valid Until:** | | (Click to select a date) | | | |  |
|  | | | | | | |
| **Client’s Information** | | |  | | | |
|  | | | | | | |
| **Name:** | (Name) | | | |  | |
| **Company Name:** | (Company’s Name) | | | |  | |
| **Address:** | (Address) | | | |  | |
| **Contact Number:** | (Enter the digits) | | | |  | |
| **Email Address:** | (Email Address) | | | |  | |
|  | | | | | | |
| **Quote for:** | **(Specify the purpose)** | | | | | |
|  | | | | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Description** | **Quantity** | **Unit Price** | **Cost** | **Tax** | **Total Amount** | | [INSERT A DESCRIPTION] | 00 pcs. | $00.00 | $00.00 | $00.00 | $00.00 | | [INSERT A DESCRIPTION] | 00 pcs. | $00.00 | $00.00 | $00.00 | $00.00 | | **Total:** | **00 pcs.** | **$00.00** | **$00.00** | **$00.00** | **$00.00** | |  | | | | | | | | | | | | |
| **Terms and Conditions:** | | | | | | |
|  | | | | | | |
| The Client shall be billed after the acceptance of this quote. | | | | | | |
|  | | | | | | |
| **Name:** (Name) | | | | | | |
| **Signature:** | | | | **Date Signed:** Click to select a date. | | |