**Date: 15 March 2021**

**Attention to: Training Department**

**${organization\_title}**

**Riyadh – Saudi Arabia**

Dears,

As per your request for a quotation from our side to deliver **${course\_title}** for **${candidates\_count}** of **${organization\_title}** employees in our public training courses, we would like to inform you that the total amount for this service is **${total\_after\_vat} ${coin\_id}**; as shown in the below table.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Training Course** | **Session’s Date** | | **City** | **Duration** | **No. of trainees** | **Amount per Trainee** |
| **Start** | **End** |
| ${course\_title} | ${date\_from} | ${date\_to} | ${course\_city} | ${duration} days | ${candidates\_count} | ${total\_after\_vat\_per\_one} |
| **Total Amount for ${candidates\_count} Trainees** | | | | | **${total\_after\_vat} ${coin\_id}** | |

\*Invoice will be issued after the acceptance of this letter, and payment shall be processed within the mentioned due date.

**Assumptions:**

* You must send candidates' full names (in English) and personal emails 7 days prior training’s start date.
* An invoice is issued once quotation is approved and candidates’ registrations are complete.
* This quotation is valid for 2 weeks from the issue date.
* All prices in this quotation are TAX included (VAT).
* Purchase Order, or Advance Payment must be received 1-week prior session’s start date.

Bakkah Training and Consulting Center

Sales and Business Development Department