

Quotation for [Product/Service Name]

1 message

Tony Stark <tsjmark42@gmail.com>

To: Darshan Gohil <gohildarshan151@gmail.com>

Sun, May 4, 2025 at 3:40 PM

Dear [Client's Name],

Thank you for your interest in our [products/services]. We are pleased to present you with a detailed quotation tailored to meet your requirements. Our aim is to offer you the highest quality at competitive pricing, along with timely delivery and professional support.

THE DETAILED DESCRIPTION OF QUOTATION IS GIVEN BELOW.

QUOTATION						
[Company Name]						
[Company Address]				Date: DD/MM/YYYY		
Website: www.xxxxxx.com				Quotation No.: [QN/YYYY/123456]		
Phone: +91 xxxxx xxxxx				Cutomer ID: 123456		
Prepared By: [Employee Name]				Valid Until: DD/MM/YYYY		
GSTIN: [12ABCDE3456F7G8]						
PAN No.: [AAAPA1234A]						
CUSTOMER						
[Company Name]						
[Company Address]						
Website: www.xxxxxx.com						
Phone: +91 xxxxx xxxxx						
GSTIN: [12ABCDE3456F7G8]						
PAN No.: [AAAPA1234A]						
Sr. No.	Description	HSN CODE	UOM	Qty.	Unit Rate	Amount
1	Item 1	123456	AB	XXX	₹ 0.00	₹ 0.00
2	Item 2	123456	AB	XXX	₹ 0.00	₹ 0.00
3	Item 3	123456	AB	XXX	₹ 0.00	₹ 0.00
4		123456	AB	XXX	₹ 0.00	₹ 0.00
Thank You For Your Business !! E. & O.E.		TOTAL AMOUNT				₹ 0.00
		Transportation Charges				₹ 0.00
		GRAND TOTAL AMOUNT				₹ 0.00
		CGST / SGST / IGST [XX%]				₹ 0.00
		GRAND TOTAL AMOUNT WITH TAX				₹ 0.00
AMOUNT IN WORDS:					For, [Company Name]	
TERMS & CONDITION						

<p>Delivery Schedule: Within [X] working days after confirmation and advance payment.</p> <p>Payment Terms: [e.g., 50% advance, 50% upon delivery/completion].</p> <p>Quotation Validity: This offer is valid for [15] days from the date of issue.</p> <p>Warranty/Support: [e.g., 12 months warranty, email/phone support included].</p> <p>Mode of Delivery: [Courier / In-person / Digital]</p>	<p>Authorised Signatory</p>
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We believe this quotation aligns well with your expectations. If you need adjustments in scope, pricing, or delivery, feel free to reach out—we're flexible and ready to collaborate.

Looking forward to your positive response.

Warm regards,
[Your Full Name]
[Your Position]
[Company Name]
[Phone Number]