SALES QUOTE

QUOTE #0135

| **PREPARED FOR**CUSTOMER NAME123 CUSTOMER STREETCUSTOMER CITY, ST 12345 | **PREPARED DATE**Jun 06, 20XX**EXP. DATE**Aug 06, 20XX |
| --- | --- |

| **ITEM** | **QTY** | **PRICE** | **TOTAL** |
| --- | --- | --- | --- |
| Item 1 | 500 | $175 | $87,500 |
| Item 2 | 450 | $150 | $67,500 |
| Item 3 | 300 | $750 | $225,000 |
| $380,000 | | | |

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# THIS QUOTATION IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

1. Delivery will be made within [DAYS] days following [COMPANY NAME] receipt of payment.
2. Delivery will be made f.o.b. [COMPANY NAME] facility.
3. The general terms and conditions of purchase at [WEBSITE LINK OR REFERENCE TO ATTACHMENT] apply to this quotation contract.
4. This quotation may be accepted to form a binding contract upon any one of the following options:  
   1. Signature below and payment to [COMPANY NAME] for the items listed in this quote prior to the expiration date.
   2. Issuance of a purchase order to [COMPANY NAME] referencing this quote and the terms and conditions herein prior to the expiration date above.