



Your Company · Address · City

John Doe
John Doe Rd. 1
12345 John Doe City

QUOTE

Date: DD.MM.YYYY	Valid to.: DD.MM.YYYY
Quote number: 0000001	VAT ID.: XXX-YYYYYYY

To whom it may concern:

Thank you for your request. We are pleased to submit the following business quote:

Pos.	Description	Quantity	Unit Price	Total Price
1.	Item description	1.0 pcs	£10.23	£10.23
2.	Item description	3.5 pcs	£9.16	£32.06
3.	Item description	7.0 pcs	£4.92	£34.44
Subtotal				£76.73
VAT (20%)				£15.35
Total				£92.08

We trust our quote meets your expectations, and we would be happy to answer any questions you may have.