

[Company Name]

Your Company Slogan

Street Address
City, State ZIP Code
Phone (503) 555-0190 Fax (503) 555-0191

Quotation For:

Name
Company Name
Street Address
City, ST ZIP Code
Phone

Comments or Special Instructions: None

[Price Quote]

DATE 6/8/2021
Quotation # 100
Customer ID ABC123

Quotation valid until: 6/18/2021
Prepared by: [Name]

Instructions:

Enter a T in each row that should be taxed. (Note: This box won't print.)

| SALESPERSON | P.O. NUMBER | SHIP DATE | SHIP VIA | F.O.B. POINT | TERMS |
|-------------|-------------|-----------|----------|--------------|----------------|
| | | | | | Due on receipt |

| QUANTITY | DESCRIPTION | UNIT PRICE | TAXABLE? | AMOUNT |
|----------|-----------------------|------------|----------|-------------|
| 34 | 3/4" elbow connectors | \$ 44.00 | T | \$ 1,496.00 |
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|--------------|--------------------|
| SUBTOTAL | \$ 1,496.00 |
| TAX RATE | 8.60% |
| SALES TAX | 128.66 |
| OTHER | - |
| TOTAL | \$ 1,624.66 |

If you have any questions concerning this quotation, contact name, phone number, e-mail.

THANK YOU FOR YOUR BUSINESS!