|  |  |
| --- | --- |
| Logo placeholder | QUOTE |
| [Company Name][Company Slogan] | INVOICE # [No.]Date: [Click to Select Date] |
| [Street Address, City, ST ZIP Code]Phone [phone] Fax [fax][email] | eXPIRATION dATE: [Click to Select Date] |

|  |  |  |
| --- | --- | --- |
| To | [Contact Name][Company Name][Street Address][City, ST ZIP Code][phone]Customer ID [No.] |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| salesperson | job | shipping method | shipping terms | delivery date | payment terms | due date |
|  |  |  |  |  | Due on receipt |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| qty | item # | description | unit price | discount | line total |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  | Total discount |  |  |
|  | Subtotal |  |
|  | Sales Tax |  |
|  | Total |  |

|  |
| --- |
| Quotation prepared by: This is a quotation on the goods named, subject to the conditions noted below: [Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.]To accept this quotation, sign here and return:  |
| Thank you for your business! |