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| Logo placeholder | [Company Slogan] | QUOTE |

|  |  |
| --- | --- |
| [Company Name][Street Address, City, ST ZIP Code][phone] [fax][email] | Date: [Click to select date]INVOICE # [No.]EXPIRATION DATE [Click to select date] |
| TO | [Customer Name][Company Name][Street Address][City, ST ZIP Code][Phone]Customer ID [No.] |

|  |  |  |  |
| --- | --- | --- | --- |
| SALESPERSON | JOB | PAYMENT TERMS | DUE DATE |
|  |  | Due on receipt |  |

|  |  |  |  |
| --- | --- | --- | --- |
| qty | description | unit price | line total |
|  |  |  |  |
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|  |  |  |  |
|  |  | 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!