|  |  |  |
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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!