Quote Template

Prepared by: [Your Company Name]

Date: [Insert Date]

Quote Number: [Insert Quote Number]

Valid Until: [Insert Expiration Date]

# Client Information

Client Name: [Client Name]

Client Address: [Client Address]

Phone Number: [Client Phone Number]

Email Address: [Client Email]

# 1. Description of Goods/Services

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item No. | Description of Goods/Services | Quantity | Unit Price | Total Price |
| [Item 1] | [Description of goods/services] | [Quantity] | [Unit Price] | [Total Price] |
| [Item 2] | [Description of goods/services] | [Quantity] | [Unit Price] | [Total Price] |

Subtotal: [Subtotal Amount]

Tax (if applicable): [Tax Amount]

Discount (if applicable): [Discount Amount]

Total Amount: [Total Amount Due]

# 2. Payment Terms

Payment Method: [Bank Transfer, Credit Card, etc.]

Payment Due: [Insert Payment Due Date]

Account Details (if applicable): [Insert Bank Account Information]

# 3. Terms & Conditions

This quote is valid until [Insert Expiration Date].

The prices listed are inclusive/exclusive of taxes, shipping, and other charges (clarify as needed).

Payment is due [Insert Payment Terms, e.g., 30 days after delivery].

Delivery will be made within [Insert Delivery Time Frame] after receiving the order confirmation.

Any changes to the order must be requested in writing and may affect pricing.

# 4. Additional Notes (Optional)

[Include any additional notes, such as special instructions, guarantees, or clarifications]

# Approval

If you are satisfied with the provided quote and would like to proceed, please sign below:

Client Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prepared by:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_