

COMPANY NAME

QUOTATION

<INSERT YOUR COMPANY LOGO>

DATE:		DELIVERY:	
QUOTATION #:		EXPIRY:	
CUSTOMER ID:		PAYMENT TERM:	

MESSRS:

NAME
COMPANY NAME
STREET ADDRESS
CITY ZIP CODE
PHONE :
FAX :

SHIP TO: (IF DIFFERENT)

NAME
COMPANY NAME
STREET ADDRESS
CITY ZIP CODE
PHONE :
FAX :

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT

SPECIAL NOTES AND INSTRUCTIONS

SUB TOTAL

TAX RATE

TAX

SHIPPING

TOTAL AMOUNT