

***Quotation Template***

November 2, 2010

Date: [Type Date Here]

**<<Company Name>>**

<<Address Line 1>>

<<Address Line2>>

<<City>><<State>><<Zip Code>>

<<Phone Office>><<Phone Fax>>

<<Email Address>><<Website>>

**Sales Quotation Template**

|  |  |
| --- | --- |
| TO: | **F.O.B. terms delivery number:** |
|  |  |
|  |  |
|  |  |
|  |  |

Thank you for your inquiry dated:

We are pleased to quote you the following:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Quantity** | **Description** | **Unit Price** | **Delivery Date** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| 11 |  |  |  |  |
| 12 |  |  |  |  |

We will be happy to supply any further information you may need and trust that you call on us to fill your order, which will receive our prompt and careful attention.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signatures of Authorized Person