|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| FORMAL QUOTE | | | | | | | | | | |
|  | | | | | | | | | | |
| **Company Information:** | | | |  | | **Client Information:** | | | | |
| Company Name: | | | (Name) | Name: | | (Name) | | |
| Company Address: | | | (Address) | Address: | | (Address) | | |
| Contact Number: | | | (Contact Number) | Number: | | (Contact Number) | | |
| Email Address: | | | (Email) | Email Address: | | (Email) | | |
|  | | | | | | | | | | |
| **Quote Information:** | | | | | | | | | | |
| **#** | **Description** | | | **Cost** | | | **Tax** | | **Amount** | |
| 1 | XYZ | | | $000,000 | | | $000,000 | | $000,000 | |
| 2 | XYZ | | | $000,000 | | | $000,000 | | $000,000 | |
| **Total** | | | | **$000,000** | | | **$000,000** | | **$000,000** | |
|  | | | | | | | | | | |
| Are the items to be delivered? | | | | Yes | | | No | | |  |
| Do they need packaging? | | | | Yes | | | No | | |  |
|  | | | | | | | | | | |
| **Terms and Conditions:** | | | | |  | | | | | |
| 1. This quote shall be valid for 05 days only; and 2. (Company Name) reserves the right to terminate this quote at its own discretion. | | | | | | | | | | |
|  | | | | | | | | | | |
| (Insert Name and Signature of Company) | | | | (Insert Name and Signature of Client) | | | | | | |
|  | | | | | | | | | | |
| **Date:** | | **Signature:** | | **Date:** | | | | **Signature:** | | |
| (Date) | | (Sign) | | (Date) | | | | (Sign) | | |