|  |  |
| --- | --- |
| FORMAL QUOTE |  |
|  |
| **Company Information:** |  |
| **Company Name:** | **Company Address:** | **Contact Number:** | **Email Address:** |
| (Name) | (Address) | (Contact Number) | (Email) |
|  |
| **Client Information:** |
| **Name:** | **Address:** | **Number:** | **Email Address:** |
| (Name) | (Address) | (Contact Number) | (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) |