|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| F O R M A L Q U O T E | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **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:** | | | (Date) |  | **Date:** | | | | (Date) | | | |  |
| **Signature:** | | | (Sign) |  |  | | **Signature:** | | | | (Sign) | | | |  |

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