|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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) | | |