|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sales Quote | | | | | | | | | |
| **Company Name** | **Contact Number** | **Email Address** | | **Quote Number** | | | **Quote Date** | |
| (Name) | (00-000-0000) | (Email) | | (00000) | | | (MM/DD/YYYY) | |
|  | | | | | | | | | |
| **Quote Prepared By:** | | (Name) | | | |  | | | |
| **Quote Prepared for:** | | (Name) | | | |  | | | |
|  | | | | | | | | | |
| **Price Description:** | | | | | | | | | |
| **Name** | | | **Quantity** | | **Unit Price** | | | **Total** | |
| Fiction | | | 01 | | $0.00 | | | $0.00 | |
| Non-Fiction | | | 01 | | $0.00 | | | $0.00 | |
| **Subtotal Amount** | | | **$0.00** | |
|  | | | | | **Sales Tax (0%)** | | | **$0.00** | |
| **Discount (0%)** | | | **$0.00** | |
| **Grand Total** | | | **$0.00** | |
| **Terms and Conditions:** | | | | | | | | | |
| * This quote is valid for two weeks. * 20% payment must be given before the services are rendered. | | | | | | | | | |
|  | | | | | | | | | |