Sales Quotation

Attn: [Contact Persons] From: [Contact Person]

[Business Name] [Business Name]

[Address Line 1] [Address Line 1]

[City, State, Postcode] [City, State, Postcode]

Date: [Date]

# [Product type]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Image | SKU | Name | Units | Unit Rate | Price |
|  | [ProductSKU] | [ProductName] | [Product#OfUnits] | [ProductRatePerUnit] | [ProductPrice] |
|  |  |  |  | Subtotal: | [Subtotal] |
|  |  |  |  | Tax: | [TaxAmount] |
|  |  |  |  | ProductTotal: | [ProductTotal] |

 Total before tax: [TotalBeforeTax]

 Tax: [Tax]

 Total: [Total]

[TermsAndConditions]