|  |  |
| --- | --- |
|  | **QUOTATION** FORM  Quotation No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |
| --- | --- | --- | --- |
| **Invoice To:** | | Total Due:  **$0.00** | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Due Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Mr. Client**  Main Address Here City, State, Zip Code  P: (222)333-4444  E: email@website.com |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Description** | **Quantity/Units** | **Rate/Unit** | **Amount** |  |
|  | Work Completed |  |  |  |  |
|  | Materials Used |  |  |  |  |
|  | Subcontractor Costs |  |  |  |  |
|  | Other Costs |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | | SUBTOTAL: | |  |  |
| TAX: | |  |  |
| **TOTAL:** | | **$0.00** |  |

**Terms and Conditions:**

* Validity: This quotation is valid for [Number] days from the date of issue.
* Payment Terms: Payment is due within [Number] days of invoice date.
* Delivery Terms: [Details of delivery terms].
* Quality Assurance: Products are guaranteed to meet industry standards.
* Warranty: [Details of warranty terms].
* Others: Any other terms and conditions as applicable.

*THANK YOU!*