Quotation Form

Quotation #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Bill To:  **Mr. Client**  Address City, State, Zip code  **Phone:** (222)333-5555  **Email:** email@clientwebsite.com |  |

|  |  |  |
| --- | --- | --- |
| **Description** | **Rate** | **Total** |
|  |  |  |
|  |  |  |
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**Additional Charges**

|  |  |
| --- | --- |
| **Part/s Cost** |  |
| **Tax** |  |
| **Total Labor** |  |
| **Total Parts** |  |
| **Grand Total** | **$0.00** |

|  |
| --- |
| **Terms and Conditions:**   * Validity: This quotation is valid for [Number] days from the date of issue. * Service Delivery: Services will be delivered within [Number] days after receipt of the purchase order. * Payment: Payment is due within [Number] days of the invoice date. * Warranty: Services are warranted for [Warranty Period]. * Others: Any other terms and conditions as applicable. |

***Thank you for choosing us. Please contact us for any further assistance.***