Sales Quotation Template

DD/MM/YYYY

<<Company Name>>

<<Address Line 1>>
<<Address Line 2>>
<<City>> <<State>> <<zip code>>
<<Phone Office>> <<Phone Fax>>
<<Email Address>> <<Website>>

TO:	F.O.B. terms delivery number:
[Customer Name]	[Type number here]
[Customer address Line 1]	
[Customer address Line 2]	
[Customer City, State ZIP Code]	

Thank you for your inquiry dated: [Type date here]

We are pleased to quote you the following:

Item	Quantity	Description	Unit Price	Delivery Date

We will be happy to supply any further information you may need and trust that you call on us to fill your order, which will receive our prompt and careful attention.

Signature of Authorized Person

Free Quotation Template