*Logo placeholder****Sales Quotation***

6/3/2016

**[Company Name]**

[Address Line]

[City, State Zip Code]

[Phone Office, Phone Fax]

[Email Address, Website]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| To: [Name]  [Address Line]  [City, State ZIP Code] | | | | **F.O.B. Delivery Number:**[Number here] | | |
| Qty. | Item # | Description | Unit Price | | Discount | Line Total |
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|  |  |  |  | |  |  |
| Total Discount | | | | |  |  |
| Subtotal | | | | | |  |
| Sales Tax | | | | | |  |
| Total | | | | | |  |

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| --- |
| Quotation prepared by:  This is a quotation on the goods named, subject to the conditions noted below: (Describe any conditions pertaining to these prices  and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.)  To accept this quotation, sign here and return: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |