|  |  |
| --- | --- |
| **COMPANY NAME** | **Quote no:** 301 |
| **Quote date: [Date]** |
| **Valid for:** **[Days]** |
|  |  |
| **[123 street address].** |  |
| **[City, state, zip code]** |  |
| **[Website, email address]** |  |
| **[Phone number]** |  |

|  |  |  |
| --- | --- | --- |
| **Bill to** |  | **Ship to** |
| **[Contact number]** |  | **[Name]** |
| **[Client company name]** |  | **[Department]** |
| **[Address]** |  | **[Client company name]** |
| **[Phone number]** |  | **[Address]** |
| **[Email address]** |  | **[Phone number]** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Quantity** | **Unit price** | **Total** |
|  |  |  | $0.00 |
|  |  |  | $0.00 |
|  |  |  | $0.00 |
|  |  |  | $0.00 |
|  |  |  | $0.00 |
| **Thank you for your Business** | | Sub total | $0.00 |
| Discount | $0.00 |
| Subtotal less discount | $0.00 |
| **Terms and instruction**   * Add payment requirement here, for example deposit amount and payment method * And term here. For example Warranty, return policy * Include project time line | | Tax rate | $0.00 |
| Total tax | $0.00 |
| Shipping holding | $0.00 |
| **Quote total** | **$0.00** |