

Your Company Name

Your Company Slogan

Street Address
City, State ZIP Code
Phone (503) 555-0190 Fax (503) 555-0191

Quotation

DATE 12/4/2016
Quotation # 100
Customer ID ABC123

Quotation For:

Name
Company Name
Street Address
City, ST ZIP Code
Phone

Quotation valid until: 12/14/2016
Prepared by:

Instructions:

Enter a T in each row that should be taxed. (Note: This box won't print.)

Comments or Special Instructions: None

SALESPERSON	P.O. NUMBER	SHIP DATE	SHIP VIA	F.O.B. POINT	TERMS
					Due on receipt

QUANTITY	DESCRIPTION	UNIT PRICE	TAXABLE?	AMOUNT
34	3/4" elbow connectors	\$ 44.00	T	\$ 1,496.00

SUBTOTAL	\$ 1,496.00
TAX RATE	8.60%
SALES TAX	128.66
OTHER	-
TOTAL	\$ 1,624.66

If you have any questions concerning this quotation, contact name, phone number, e-mail.

THANK YOU FOR YOUR BUSINESS!