

# Sales Quotation

November 2,

<<Company Name>>

<<Address Line 1>>

<<Address Line2>>

<<City>><<State>><<Zip Code>>

<<Phone Office>><<Phone Fax>>

<<Email Address>><<Website>>

TO: [Customer Name] [Customer Address Line 1] [Customer Address Line 2] [Customer City, State ZIP Code]	<b>F.O.B. terms delivery number:</b> [Type number here]
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Thank you for your inquiry dated: [Type date here]

We are pleased to quote you the following:

Item	Quantity	Description	Unit Price	Delivery Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

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.

Date: [Type Date Here]

\_\_\_\_\_  
Signatures of Authorized Person