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| Logo placeholder | QUOTE | | |
| [Your Company Slogan] | | Date: [Click to select date]  INVOICE # [No.]  Expiration Date: [Click to select date] | |
|  | | To | [Name]  [Company Name]  [Street Address]  [City, ST ZIP Code]  [Phone]  Customer ID [ABC12345] |

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| --- | --- | --- | --- |
| Salesperson | Job | Payment Terms | Due Date |
|  |  | Due on receipt |  |

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| Qty | Description | Unit Price | | Line Total |
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|  |  | | 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: |

Thank you for your business!

[Your Company Name] [Street Address], [City, ST ZIP Code] Phone [phone] Fax [fax] [email]