QUOTATION

From		Quotation for	
Business name		Client name	
Address		Address	
GSTIN / tax no.		GSTIN / tax no.	
Phone · Email		Contact	

Quote no.		Date		Valid until	

#	Description	HSN / SAC	Qty	Rate	Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
				Subtotal	
				GST @ ____ %	
				TOTAL	
				Advance on acceptance ____ %	
				Balance on delivery	

Terms

1. This quotation is valid until the date above.
2. Payment: advance as shown on acceptance, balance on delivery.
3. Delivery: within ____ days of acceptance.
4. Work not listed above is quoted separately.

_____
Accepted by client · Name, signature, date

_____
For (your business) · Authorised signatory

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