**COMPANY QUOTATION**

|  |  |  |
| --- | --- | --- |
| Quotation No. | Customer ID | Date |
| 00 | 00 | 00.00.20[ ] |

Valid Until: 00.00.20[ ]

|  |  |
| --- | --- |
| **Company Name:** |  |
| **Company Address:** |  |
| **Contact Number:** |  |
| **Email Address:** |  |
| **Sales Representative:** |  |

**Sales Representative Information:**

|  |  |
| --- | --- |
| Name : |  |
| Position : |  |
| Contact Number : |  |
| Email Address : |  |

**This quotation is prepared for:**

|  |  |
| --- | --- |
| Name : |  |
| Company Name: |  |
| Company Address: |  |
| Contact Number : |  |
| Email Address : |  |
| Purpose of Quotation: |  |

**Shipping Information:**

|  |  |  |
| --- | --- | --- |
| Receiver: |  |  |
| Shipping Date: |  |  |
| Expected Date of Delivery: |  |  |
| Contact Number : |  |  |

**Quotation:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description** | **Quantity** | **Unit**  **Price** | **Cost** | **Tax** | **Total**  **Amount** |
| [INSERT DESCRIPTION] | 00 pcs. | $00.00 | $00.00 | $00.00 | $00.00 |
| [INSERT DESCRIPTION] | 00 pcs. | $00.00 | $00.00 | $00.00 | $00.00 |
| **Total:** | **00 pcs.** | **$00.00** | **$00.00** | **$00.00** | **$00.00** |

**Accepted By:**

**Date Signed: 00.00.20[ ]**



**To Use This Documents**

The text inside the brackets which is highlighted is meant to be edited with your text. This is the way you can edit the document as given below:

**To Edit Text:**

1. Point the mouse where you want to edit and delete the sample text and then you can add your text.
2. You can change the size, font & color of the text in the Main Tab: Home



**To Edit Table:**

1. Point the mouse in the table where you want to edit and delete the sample text and then you can add your text.
2. You can adjust the row & column size of the table in the Main Tab: Layout



**To Edit Chart:**

1. Select the chart which is going to edit and then
2. In Main tab: Design -> Edit Data
3. It will open the excel sheet where you can edit the values of the chart

