[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Sales Quotation Template

Quoting a price to a customer in writing: itemised lines, totals, validity, delivery timescale, and acceptance.

Document: Sales Quotation Template **Version:** 1.0

Prepared by: _____ **Owner:** _____

Date: _____ **Review date:** _____

Quotation header: From: _____ **To:** _____

Quote reference: _____ **Quote date:** _____

Valid until: _____ **Delivery timescale:** _____ **Quoted items:**

Item	Description	Quantity	Unit price	Line total

Quotation totals: Subtotal: _____ **Discount applied:** _____

Tax: _____ **Delivery:** _____

Quote total: _____

Terms of quotation Prices in this quotation hold until [Quote valid until]. Delivery is promised within [Delivery timescale] from receipt of order.

This quotation is issued under quote reference [Quote reference] and covers only the items listed above.

Client acceptance: Accepted by (client name): _____ **Client signature and date:** _____

Order reference: _____ **Delivery address:** _____

Completion checklist: [ ] The quote reference ([Quote reference]) appears on the header and in the terms.

[ ] The quote total ([Quote total]) equals subtotal less discount plus tax and delivery.

[ ] The validity date ([Quote valid until]) and delivery timescale ([Delivery timescale]) are stated.