# [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 |
|---|---|---|---|---|
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**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.