|  |  |
| --- | --- |
| Logo placeholder | QUOTE |
| <<account\_name>> | |  | | --- | | **QUOTE** # <<column\_firstrow:Item>>  **DATE** <<column\_firstrow:Invoice Date>> | |
|  |  |

TO:

|  |  |  |
| --- | --- | --- |
|  | <<column\_firstrow:Contact Person>>  <<column\_firstrow:Client>>  <<column\_firstrow:Billing Address>>  <<column\_firstrow:Phone>>  <<column\_firstrow:Customer ID>> |  |

|  |  |  |
| --- | --- | --- |
| SALESPERSON | PAYMENT TERMS | DUE DATE |
| <<user\_name>> | Due on receipt | <<column\_firstrow:Due Date>> |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| <<subitems\_header>> |  |  |  |  |
| <<subitems\_body>> |  |  |  |  |
|  | | SUBTOTAL | $<<column\_firstrow:Subtotal>> | |
|  | | SALES TAX | $<<column\_firstrow:Sales Tax>> | |
|  | | TOTAL | $<<column\_firstrow:Total Amount>> | |

|  |
| --- |
| Quotation prepared by: <<account\_name>>  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! |