|  |  |  |  |
| --- | --- | --- | --- |
|  | **Product Quote # <<column\_firstrow:Quote #>>** | | |
| <<account\_name>> | | | |
|  | | TO:  <<column\_firstrow:Contact Person>>  <<column\_firstrow:Client>>  <<column\_firstrow:Billing Address>>  <<column\_firstrow:Phone>>  <<column\_firstrow:Customer ID>> |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Salesperson | Shipping Method | Shipping Terms | Delivery Date | Due Date |
| <<user\_name>> | <<column\_firstrow:Shipping Method>> | <<column\_firstrow:Shipping Terms>> | <<column\_firstrow:Delivery Date>> | <<column\_firstrow:Due Date>> |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| <<subitems\_header>> |  |  |  |  |  |
| <<subitems\_body>> |  |  |  |  |  |
| Total Discount | | | | | $<<column\_firstrow:Total Discount>> |
| Total Shipping | | | | | <<column\_firstrow:Total Shipping>> |
| Sales Tax | | | | | $<<column\_firstrow:Sales Tax>> |
| Total | | | | | $<<column\_firstrow:Grand Total>> |

|  |
| --- |
| Quotation prepared by: <<user\_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!