|  |  |
| --- | --- |
| TO: | **F.O.B. terms delivery number:** |
|  |  |
|  |  |
|  |  |
|  |  |

Thank you for your inquiry dated:

We are pleased to quote you the following:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Quantity** | **Description** | **Unit Price** | **Delivery Date** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| 11 |  |  |  |  |
| 12 |  |  |  |  |

We will be happy to supply any further information you may need and trust that you call on us to fill your order, which will receive our prompt and careful attention.

November 2, 20XX

Date: [Type Date Here]

**<<Company Name>>**

<<Address Line 1>>

<<Address Line2>>

<<City>><<State>><<Zip Code>>

<<Phone Office>><<Phone Fax>>

<<Email Address>><<Website>>

**Sales Quotation Template**

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Signatures of Authorized Person