**SALE QUOTATION**

[INSERT NAME OF COMPANY]

[INSERT ADDRESS OF COMPANY]

[INSERT CONTACT DETAILS OF COMPANY]

[INSERT MONTH DAY YEAR]

[INSERT COMPLETE RECIPIENT NAME]

[INSERT COMPLETE RECIPIENT ADDRESS]

**Subject: Sales Quotation**

Dear Mr. /Ms. [INSERT RECIPIENT SURNAME],

We have received your Request for Quotation dated [INSERT MONTH DAY YEAR], regarding our business office equipment. We are pleased to inform you that we have enclosed our quotation for your favorable consideration.

Here is an overview of our quote which you should find quite attractive and cost-effective.

|  |  |
| --- | --- |
| **Office Equipment and Services** | **Amount** |
| Office Equipment 1 | USRs. 00, 000.00 |
| Office Equipment 2 | USRs. 00, 000.00 |
| Office Equipment 3 | USRs. 00, 000.00 |
| **Total:** | **US Rs. 00, 000.00** |

More details of the enclosed quote and its relevant terms and conditions are provided for your perusal. If you approve of our sales quote, an acknowledgment form is also attached for you to fill out.

If you have further questions regarding our quotation, feel free to contact us through [INSERT CONTACT DETAILS] or directly contact [INSERT NAME OF CONTACT PERSON], our [INSERT JOB POSITION], for your inquiries and clarifications.

We look forward to serving you.

Sincerely,

[INSERT NAME OF SENDER]

[INSERT SENDER POSITION NAME]

[INSERT CONTACT DETAILS OF SENDER]

**SALES QUOTATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Quotation No:** | | QQQ-0000-0000-000 | | | |
| **Quotation Name:** | | Office Equipment Sales | | | |
| **Quotation Date:** | | [INSERT MONTH DAY YEAR] | | | |
| **Expiration Date:** | | [INSERT MONTH DAY YEAR] | | | |
|  | **Product/**  **Service Code** | **Product/Service**  **Description** | **Discounted Price** | **Qty** | **Subtotal** |
| 1 | PPP-000-000 | Office Equipment 1 | USRs. 00,000.00 | 00.00 | USRs. 00,000.00 |
| 2 | PPP-000-000 | Office Equipment 2 | USRs. 00,000.00 | 00.00 | USRs. 00,000.00 |
| 3 | PPP-000-000 | Office Equipment 3 | USRs. 00,000.00 | 00.00 | USRs. 00,000.00 |
| 4 | [ADD MORE PRODUCTS] |  |  |  |  |
| Freight Costs and Charges: | | | |  | USRs. 00, 000.00 |
| Other Miscellaneous Costs: | | | |  | USRs. 00, 000.00 |
| **GRAND TOTAL AMOUNT** | | | | **00.00** | **USRs. 00,000.00** |

This sales quotation and all information contained herein are to be strictly kept confidential and are to be used by the recipient only for the purpose of determining if the quotation meets his/her requirements. The quotation is subject to these terms and conditions:

**Terms and Conditions:**

Upon signing the acknowledgment form attached to this sales quotation:

* Client hereby adheres that it has read and understood that all the business office equipment shall be invoiced in full.
* Delivery shall be made within [INSERT NUMBER] days upon receipt of client’s first payment.
* Freight charges and other relevant delivery expenses shall be shouldered by the client.
* [INSERT OTHER DETAILS];

**ACKNOWLEDGMENT FORM**

The undersigned client, [ ] , hereby agrees to place a sales order with [INSERT BUSINESS NAME] for the procurement of business office equipment as indicated in this sales quotation, with quotation number QQQ-0000-0000-000, dated [INSERT MONTH DAY YEAR], enclosed herein for reference purposes.

It shall be the responsibility of [INSERT BUSINESS NAME] to provide the client with the products needed pursuant to the terms and conditions stated in this sales quotation. On the other hand, the client shall provide the necessary payment to [INSERT BUSINESS NAME] as stated in this quotation upon the execution of this acknowledgment form.

This sales order is made effective on [INSERT MONTH DAY YEAR] upon the client’s signing of this Acknowledgment Form in the space provided below. [INSERT BUSINESS NAME] will immediately process the sales order for the client upon receipt of this form.

**[INSERT CLIENT NAME]**

Authorized Signature

Name and Title in Print

Address of Client

**[INSERT BUSINESS NAME]**

Authorized Signature

Name and Title in Print

Address of Business