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| **SMALL BUSINESS QUOTATION** |
|  |  |  |  |  |
| **Quotation #:** |   |  |  |  |
| **Valid Till:** |   |  |  |  |
| **Date:** |   |  |  |  |
|  |  |  |  |  |  |  |
| [Company Name] |  |  | [Client Name] |
| [Address] |  |  | [Address] |
| [Phone Number] |  |  | [Phone Number] |
| [Email] |  |  | [Email] |
|  |  |  |  |  |  |  |  |
| **PRODUCT NAME** | **QUANTITY** | **UNIT PRICE** | **DISCOUNT** | **TOTAL PRICE** |
| Highlighters | 10 | Rs.5.00 |   | Rs.50.00 |
| Permanent Markers | 50 | Rs.10.00 |   | Rs.500.00 |
| Sticky Tape | 40 | Rs.2.00 |   | Rs.80.00 |
| Index Cards | 20 | Rs.4.00 |   | Rs.80.00 |
| Calculators | 50 | Rs.25.00 | Rs.100.00 | Rs.1,150.00 |
| Printer Toner | 20 | Rs.60.00 | Rs.50.00 | Rs.1,150.00 |
|   |   |   |   | Rs.0.00 |
|   |   |   |   | Rs.0.00 |
|  | **Subtotal** | Rs.3,010.00 |
| **Terms And Conditions:**Payment Due Within 15 Days. | **GST @ 18 %** | Rs.150.50 |
| **Grand Total** | **Rs.3,160.50** |
|  |  |  |  |  |  |  |  |
| *Thank you* |