|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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* | | | | | | | | | | | | |