YOUR COMPANY NAME

Address · Email · Phone

QUOTE

Quote number Q-0001

Date Month Day, Year

Valid until Month Day, Year

Prepared for

Customer company

Contact name , Title

Email

ITEMS

#	ITEM / DESCRIPTION	QTY	UNIT PRICE	TOTAL
1	Item, size, color, decoration	0	$ 0.00	$ 0.00
2	Item	0	$ 0.00	$ 0.00
3	Setup / one-time fees	1	$ 0.00	$ 0.00

Subtotal		$ 0.00
Shipping	$ 0.00	(estimate)
Sales Tax	$ 0.00	(or "Exempt" with certificate on file)
Total		**$ 0.00**

PAYMENT TERMS

50 % deposit ($ 0.00) due on acceptance. Balance due net 30 from invoice date.

Accepted ACH, card, check.

LEAD TIME

10 business days from proof approval and deposit received.

To deliver by date , approve by date .

NOTES

- Prices are based on the quantities above. Quantity changes may change unit prices.
- Changes after acceptance are confirmed in writing and may change price and dates.
- Minimum order: MOQ .

ACCEPTANCE

Accepted by _____

Name and title _____

Date _____

PO number (if any) _____

Highlighted fields are yours to fill in. Template from commonlane.io/templates