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| Logo placeholder | QUOTE |
| **Company Name***Company Slogan* | INVOICE # No.Date: Date |
| Street Address, City, ST ZIP CodePhone Phone Fax FaxEmail | **Expiration Date Date** |

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| --- | --- | --- |
| To | Contact NameCompany NameStreet AddressCity, ST ZIP CodePhoneCustomer ID No. |  |

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| **salesperson** | **job** | **payment terms** | **due date** |
|  |  | Due on receipt |  |

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| --- | --- | --- | --- |
| **qty** | **description** | **unit price** | **line total** |
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|  |  |  |  |
|  | **Subtotal** |  |
|  | **Sales Tax** |  |
|  | **Total** |  |

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| --- |
| Quotation prepared by: This is a quotation on the goods named, subject to the conditions noted below: Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.To accept this quotation, sign here and return:  |
| **Thank you for your business!** |