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|  | QUOTE |
| Company name  Company slogan | Invoice No.  Date: Date |
| Street address, City, County/Region, Postcode  Phone Phone Fax Fax  Email address | Expiry date Date |

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| To | Contact name  Company name  Street address  City, County/Region, Postcode  Phone number  Customer 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 |  |
|  | | VAT |  |
|  | | 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! |