

BUSINESS QUOTATION

BUSINESS DETAILS		Company Name:			Contact Person:		
Business Address:				Phone / Email:		GSTIN / Tax ID:	
Quotation No.:		Date:		Valid Until:		Reference:	
PREPARED FOR							
Customer / Company Name:				Contact Person:		Customer GSTIN / Tax ID:	
Customer Address:					Phone / Email:		
QUOTATION FOR		Subject / Requirement:					
#	Description	Qty	Unit	Rate	Tax %	Discount	Amount
1							
2							
3							
Amount in Words:						Subtotal	
						Tax / Adjustments	
						GRAND TOTAL	
COMMERCIAL DETAILS							
Payment Terms:				Delivery / Service Timeline:			
Payment Method:			Bank / Payment Details:				
NOTES							
TERMS & CONDITIONS							
AUTHORIZED SIGNATURE				CUSTOMER ACCEPTANCE			
Name / Date:				Name / Date:			

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