# Sales Quotation

*This document serves as an official quotation detailing the prices and terms offered to a prospective customer. It includes the products or services proposed, pricing, and other pertinent transaction details to help the customer make an informed purchasing decision.*

## Customer Information

|  |  |
| --- | --- |
| **Customer Name** | {customerName} |
| **Company** | {companyName} |
| **Address** | {customerAddress} |
| **Email** | {customerEmail} |
| **Phone** | {customerPhone} |

## Quotation Details

|  |  |
| --- | --- |
| **Quotation Number** | {quotationNumber} |
| **Date** | {quotationDate} |
| **Valid Until** | {validUntil} |
| **Prepared By** | {preparedBy} |

## Items Quoted

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Description** | **Quantity** | **Unit Price** | **Total** |
| {#items}{itemName} | {itemDescription} | {quantity} | {unitPrice} | {total}{/items} |

## Summary

|  |  |
| --- | --- |
| **Subtotal** | {subtotal} |
| **Tax ({taxRate}%)** | {taxAmount} |
| **Grand Total** | **{grandTotal}** |

## Payment Terms

{paymentTerms}

## Additional Notes

{additionalNotes}

{^hasDiscount}

**No discounts** are being offered with this quotation.

{/hasDiscount}

{#hasDiscount}

**Discount Offered:** {discountDescription}

{/hasDiscount}

Please contact us if you have any questions or require any modifications to this quote.

### Thank you for considering us!