

# BUSINESS QUOTE

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## From (Your Business)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## Prepared For (Client)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Quote #:

Quote Date:

Valid Until:

Prepared By:

\_\_\_\_\_

Description	Qty	Rate	Amount
<i>e.g. Professional services — project phase 1</i>	1	\$2,000.00	
<i>e.g. Deliverables &amp; documentation</i>	1	\$750.00	
<i>e.g. Ongoing support &amp; maintenance (monthly)</i>	1	\$300.00	

Subtotal \_\_\_\_\_

Tax ( %) \_\_\_\_\_

**TOTAL** \_\_\_\_\_

## Notes / Payment Instructions

*Tip: Add your payment terms (Net 15/30) and accepted payment methods — invoices with clear terms get paid faster.*

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