

SALES QUOTE

Free template from InvoicePenguin • www.invoicepenguin.com

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. Product — SKU-1001 (per unit)</i>	25	\$18.50	
<i>e.g. Volume discount (10%)</i>	1	-\$46.25	
<i>e.g. Shipping & freight</i>	1	\$85.00	

Subtotal _____

Tax (%) _____

TOTAL _____

Notes / Payment Instructions

Tip: Include PO numbers and SKU codes — accounts-payable departments pay matched invoices first.

