

# Your Company Name

Your Company Slogan

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Quotation For:  
Name  
Company Name  
Street Address  
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Phone

Comments or Special Instructions: None

# Quotation

DATE 2/26/2015  
Quotation # 100  
Customer ID ABC123

Quotation valid until: 3/8/2015  
Prepared by:

**Instructions:**  
Enter a T in each row that should be taxed. (Note: This box won't print.)

| SALESPERSON | P.O. NUMBER | SHIP DATE | SHIP VIA | F.O.B. POINT | TERMS          |
|-------------|-------------|-----------|----------|--------------|----------------|
|             |             |           |          |              | Due on receipt |

| QUANTITY | DESCRIPTION           | UNIT PRICE | TAXABLE? | AMOUNT      |
|----------|-----------------------|------------|----------|-------------|
| 34       | 3/4" elbow connectors | \$ 44.00   | T        | \$ 1,496.00 |
|          |                       |            |          |             |
|          |                       |            |          |             |
|          |                       |            |          |             |
|          |                       |            |          |             |
|          |                       |            |          |             |
|          |                       |            |          |             |

|              |                    |
|--------------|--------------------|
| SUBTOTAL     | \$ 1,496.00        |
| TAX RATE     | 8.60%              |
| SALES TAX    | 128.66             |
| OTHER        | -                  |
| <b>TOTAL</b> | <b>\$ 1,624.66</b> |

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**THANK YOU FOR YOUR BUSINESS!**

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**Rachel Sandford**



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